

HR Committee Meeting
May 13, 7:30 a.m. Village Hall

Present: Chairman Bell, Council Member Berger, Fiscal Officer Romanowski, Mayor Koons

Bell noted that the vehicle policy, the employee recognition policy, and insurance were on the agenda.

The Fiscal Officer explained regarding Colonial Life there are two employees who expressed interest in hearing about the coverage, but the representative requested doing one-on-one individual interviews of all employees. It would be an annual renewal much like with healthcare, and it is up to each employee as to whether they would want it. There are incentives to meet with the representative such as cybersecurity protection, insurance bonus coverage, etc. She suggested that perhaps the representative could come to an HR meeting to further discuss the matter. Berger verified that the program would not cost the Village anything and would be totally employee pay, and the Fiscal Officer concurred. However, it costs the Village in terms of administrative time but also offers services the Village does not offer like dental and life insurance, other than the \$25,000 provided by Medical Mutual. There was discussion about the benefit of the program for those employees who had recently experienced injuries. One of these employees felt she would not have used it and would not consider purchasing it. The Fiscal Officer explained that the benefit the employee would receive depended on the coverage they selected, and ultimately, the payments are designed to offset the employee's costs whether it is for an injury, cancer, etc. Rates were discussed. The Mayor suggested presenting the idea at the upcoming harassment training, and the Fiscal Officer reiterated it is the representative's preference to meet one on one with the employees. She questioned the fairness of making all employees sit through the sales pitch yearly for one or two interested parties, but this would be the company's requirement. The appropriateness of having the presentation at the training session was discussed, and the committee settled on providing the employees with the information and providing feedback to the representative.

Regarding the vehicle policy, the Fiscal Officer explained that the auditor felt the Village should have a vehicle policy and provided samples from other communities. Berger advised that he based his draft policy on that of four surrounding communities but that a policy is only worthwhile if it is going to be followed. If it is ignored, having a policy is worse than having no policy at all. It becomes a matter of having a policy that the Village does not enforce which means it is intentionally negligent. Berger concluded that he did not care which policy was used, but it was only good if it is enforced. The Mayor clarified that the auditor said the Village needs a policy on the use of vehicles. The Fiscal Officer stated that the auditor was suggesting a policy for the use of vehicles. The Mayor further inquired about the reason, and the Fiscal Officer surmised it was for liability purposes. The Mayor asked if there was anything wrong with Berger's version, and Berger explained it had been a while since they discussed it. In reading through the sample policies, Bell noted that they were very specific about passengers in government vehicles. The Fiscal Officer agreed, citing a recent issue in the City of Cleveland where an employee was in an accident and her kids were in the government vehicle. What was their policy? Fiscal Officer stated to avoid any potential issues, perhaps rather than the policy generically stating employees must follow Ohio law, perhaps it should be more clearly defined and added that seat belts must be worn. Berger asked what the penalty would be if an employee failed to properly use a seat belt and was involved in a car accident. Would there be disciplinary action for failing to follow the policy? He reiterated that he was supportive of having a policy unless the intention was not to follow it.

The Fiscal Officer concurred and provided the example of the Village will be 'dinged' on the audit for not having signed time-off sheets for employees. One was for the Building Department and there were multiple instances from the Service Department. The Fiscal Officer concluded that the audits are very thorough and said that it is necessary to have policies and stick to them. The Mayor said the committee had been bogged down with Berger's policy because #5 needed to be eliminated, which involved the Street Commissioner driving in a car with the Engineer. The Fiscal Officer recalled that it was determined he could because they are doing Village business. The Mayor noted an issue with #6 on the policy and questioned what would happen if one of the guys got in an accident and was not wearing a seatbelt. Berger replied that it becomes a question of whether they are subject to disciplinary action. Berger offered to clean up the proposed policy and distribute it to Council. The Mayor said he would check with the Street Commissioner and check the trucks to address the seatbelt issue. Berger and Bell added that if there is an issue, there needs to be training.

Bell addressed the employee recognition policy. The Fiscal Officer advised that the last item requested by the auditor was all payments for the last two years that were made related to purchasing food. It was a 'ding' on a previous audit, so they examine it more closely. The Mayor clarified that the auditor was pulling the bills but not saying it was right or wrong. The Fiscal Officer said that at present, they are auditing them. The Mayor asked what other communities do. The Fiscal Officer said that when she went to Columbus to the State Auditor's conference, her colleagues were appalled that the Village spends money on food. Other municipalities/entities have an employee potluck for their Holiday Luncheon. The Fall Festival is different because it is a public event. But for appreciation, etc., fellow finance attendees of the conference were shocked. The Mayor said he had other people saying they set aside \$3,000 to \$5,000 a year. The Fiscal Officer said that previously, \$5,000 was budgeted for the holiday and appreciation events, etc. However, the Village stopped doing the appreciation event. Berger asked how the state would respond to the policy if he wrote it was for \$5,000 for events. Would these be prohibited, or allowed because the Village has a policy? Bell questioned the issue of including spouses/non-residents who do not live or work in the Village. The Mayor thought there should be money set aside to recognize employees, like the administrative assistants who filled in at the Building Department. Berger asked if they were recognized in April with Admin Appreciation Day, and the Fiscal Officer explained that she personally recognizes the admin staff whom she feels gets overlooked. She further explained that previously, the Village held the Holiday Luncheon for employees and an Employee Appreciation event for employees and spouses. It was a nicer event, but employees did not like it because they would have to come in on a Sunday when they would rather be home. Then, the event changed to a picnic on a Friday with an early release from work. That was appreciated, but then a few years ago, it stopped. Berger explained that his policy made sure that everyone was recognized at least once a year. He asked what the auditor would say if the Village put \$5,000 in the budget for employee recognition. The Fiscal Officer said she will need to see what the feedback is from what the auditor requested. The Village has legislation but keeps adding more and more events that authorize food. Berger stated that this ordinance is the policy statement and is in the Village's ordinances. No laws have been violated. Berger would refer to the ordinance in drafting a policy. The Mayor said he delayed recognition of admin until the Building Department Administrative Assistant returned to work. Berger advised that Government Workers' day was the first week in May and a First Responders event was coming up. The Mayor said this is all the Chief wanted in the way of recognition. The Fiscal Officer said that it will be necessary to add the Senior Citizens event to the legislation because the Chief buys coffee and donuts. The Mayor asked if the normal coffee and donuts were part of the policy. The Fiscal

Officer explained that the only one who provides donuts for the committee meetings is the Chief and he pays for them himself.

The Fiscal Officer addressed the Uniform Policy and said that the Streets Committee and HR Committee are working on this. Berger said he has been involved a little in the Uniform Policy and is totally confused by what the Street Commissioner wants. Until he can explain it to Berger appropriately, Berger will not be making an effort to write the policy. Berger explained that he wrote a policy and was told that it was not what the Street Commissioner intended. He thought the Street Commissioner should write one and the committee can review it. The Mayor verified that the Street Commissioner had not provided anything to counter Berger's policy, and Berger said no. Berger tried to make it inclusive, and was told certain items were separate and handled differently. The Mayor said the Police have a policy that is understandable, and Berger concurred. The Fiscal Officer added that the Street Commissioner keeps asking her to cut a purchase order, but there is no policy.

The Mayor said he would tell the Street Commissioner that something is needed in writing as well as addressing the seat belt matter. The Fiscal Officer asked if the Mayor could help with a communication issue regarding the cemetery as well. There is a potential burial on Saturday, May 17th, and the Administrative Assistant reached out to the Street Commissioner on Friday, May 9th, but received no response. It is now Tuesday, and the family is trying to make plans. Berger said there needed to be a conversation because if employees cannot talk to each other, it will not go well.

Berger noted that the committee would need to change its November 11th meeting.

The Fiscal Officer advised that the Village received a lot of applicants for the Street Department position, and the applications were forwarded to the Streets and HR Committees and the Mayor. Many had CDL's, but she reminded the committee of the potential for a work around for this training by having an existing employee train the new employee. This would save the Village \$6,000. The committee discussed the quantity of applications. Berger thought the model used by the Police Department in the hiring process should be used. The Safety Committee and the Chief/LT go through the applications and make the first cut. Then it goes to HR for a recommendation. The Fiscal Officer explained that the process is listed in the Employee Handbook. It is up to the Department Head to take the applications and narrow them and interview 5-7 applicants. Then recommendations are made to the committee. Berger did not think it was helpful to have both Streets and HR go through all the applications. The Mayor said the Streets Committee will narrow it down to 5 for interviews and then give him the two finalists and he will make a decision.

The Fiscal Officer discussed employees who are on extended leave. The Police Officer will be out until August 1st, and the potential for modified duty will need to be determined with upcoming medical appointments. Berger thought the Village should be firm about the potential for light duty because even with a shoulder injury, computer work is possible. The Fiscal Officer conveyed that the Chief and LT have been following up with the officer weekly. However, she did not know for the Service Department who the point of contact was for following up with that employee. She thought he had been in contact with the Street Commissioner, but the Street Commissioner told her that he had not spoken to the employee since before his surgery. She was willing to be the contact, but the committee agreed it should be the Street Commissioner contacting the employee on a regular basis to keep him engaged. The last doctor's note from the employee was dated April 17th, and his next appointment is June 17th, which is when he is expecting to return. With the question of the employee's side work as a driver, the Fiscal Officer tried to change the time off to use sick time first, then comp time, and lastly

20 hours vacation time. He would be allowed to perform his other job during comp and vacation time. The Mayor asked if the employee should be asked to come in for the harassment training, and Bell and Berger agreed that he could watch the recording when he returned.

Regarding the employee's side job, Berger said he could not understand how the Village had the right to tell the employee what he can do when it has said there is no light duty work the employee can do and it does not want the employee back until he can do all of his job. The Fiscal Officer asked if she could call the employee to explain how she changed around the use of his sick/comp/vacation time. The Mayor said no that the Street Commissioner should do this. The Fiscal Officer said she would have to explain the timekeeping issue to him. The Mayor said he would have the employee come in this week to sit down and talk. Berger thought an explanation should be given from an administrative position about the use of the employee's time.

The Fiscal Officer summarized that she would contact the Colonial Life representative to ask for a one-page summary to provide to the employees. Berger will clean up the Vehicle Policy. The Fiscal Officer will email him the food and drink policy legislation. The Senior Citizens' event will be added to the Food and Drink policy for the next Council meeting. The Fiscal Officer will continue to push light duty with BWC, and the employee will watch the video for the harassment training on his return.

The Mayor summarized that he would reach out to the Service Department employee, address the Cemetery burial May 17th, seat belts, and uniform policy.

The Mayor added that the part-time Administrative Assistant is making \$21.67 per hour and thought it was low. Berger asked compared to what. The Mayor said compared to the amount and quality of work she does and the job market that is out there. The Fiscal Officer asked if she complained, and the Mayor said no and that she is happy, and the Village is happy with her. He thought she deserved a little recognition after being here 8 months. Bell asked about the range, and the Fiscal Officer explained there is no range, just an amount since it is part-time. Berger wanted to see comparables in the marketplace. Bell asked if she had been working more than part-time, and the Fiscal Officer stated that she had been kept under 40 hours and added she is flexible and a good worker. Berger reiterated that he would like some documentation to back up the Mayor's request. Bell asked if she was nearing the threshold of benefits, and the Fiscal Officer advised that the employee is retired, had not asked for benefits, and did not want the strings of being tied to full-time. Furthermore, she has not complained about needing hours. The Fiscal Officer was up front with the employee from the beginning that the position is flexible and as needed. She has been great about stepping up, and the Building Department Administrative Assistant was happy to be back and amazed at what the two administrative assistants did, enabling her to just walk back in and feel caught up. This summer, the part-time administrative assistant will begin to cross train with the full-time administrative assistant.

Bell adjourned the meeting at 8:30 a.m.