

**Human Resources Committee Meeting
September 9, 2025, 7:30 a.m. Village Hall**

Present: Chairman Bell, Council member Berger, Fiscal Officer Romanowski

1. Street Department Overtime & Timesheet Practices

- Issue raised regarding employees submitting 1 hour and 15 minutes on timesheets to pick up park trash on Saturday when actual on-site work was only 30 minutes.
- FO requested actual hours worked be logged on their timesheets to document actual presence for liability purposes (injuries, etc.) as well as State audit issues.
- Employees justified the 1 hour and 15 minutes based on a past informal agreement with the former Street Commissioner, treating it as fair compensation for Saturday work.
- Discussion included potential to adjust schedules (e.g., leave early Friday, come in on Saturday) to avoid overtime, comparison with other situations in other departments (night meetings).
- Committee agreed that:
 - Current practice is not supported by policy.
 - Any minimum pay agreement must be reviewed by the Streets Committee and approved by Council.
- **Action Items:**
 - Streets Committee to draft a written policy on minimum call-in pay.
 - FO to pay for actual time worked until a formal policy is approved by Council.

2. Employee Scheduling & Precedent Concerns

- Debate on whether unpaid time off sets a precedent for others requesting the same flexibility.
- Concern raised: allowing this could lead to other employees demanding similar arrangements.
- Committee discussed the need for policy language specifying when exceptions are one-time approvals rather than general practice.
- **Action Item:**
 - Draft a policy statement clarifying that exceptions do not set precedent.

3. Vehicle Use & Safety Policy

- The Vehicle Use Policy previously prepared by Berger was discussed and reviewed. A few highlights include:
 - Use for Village business.
 - Police Chief as designated Safety Officer would enforce the policy and schedule the use.
 - Not to be used for transportation to and from work unless pre-approved by the Chief to meet valid situations (on call, training, etc.).
 - No alcohol or drug use when operating vehicles/equipment.
 - Seatbelts shall be used.
- Committee agreed this remains a liability and compliance issue.
- **Action Item:**
 - Present Vehicle Policy to Council at the next meeting.

4. Miscellaneous

- As a follow up to the last committee meeting, FO contacted ADP to inquire whether she can be updated if any village employees or elected officials have missed training. She was told they could do that, however, has not received the information yet.
- Cybersecurity policy review has been assigned to the Safety Committee.
- In preparation for the 2026 budget process, FO to obtain salary comparable for all positions with surrounding communities for the October 7th HR Committee meeting.
- FO met with met with Street Commissioner three times (~2.5 hours) to go over budget and line items to offer guidance, samples, and information on Council's expectations in preparing for the 2026 budget.
- Employees are working on completing their Form Fire questionnaires for the 2026 health insurance renewal process and given a deadline date of September 10, 2025, for completion.
- FO will miss the October 13th Council meeting, and the Administrative Assistant will attend the meeting in her absence.
- The next HR meeting was previously rescheduled to October 7th.

Bell made a motion to go into Executive Session at 8:11 a.m. to discuss personnel matters related to a complaint against a public official per Section 121.22(G)(1) of the Ohio Revised Code and invited the FO and Police Chief, seconded by Berger. Roll call, ayes – all. Motion carried.

Committee reconvened at 8:23 a.m.

Meeting adjourned at 8:23 a.m.