

**Human Resources Committee Meeting  
January 8, 2026, 7:30 a.m. Village Hall**

Present: Berger, Bell, Rensel, Chief and FO

Chairman Berger called the meeting to order at 7:30 a.m.

Berger made a motion was made to enter executive session under ORC 121.22(G)(1) of the Ohio Revised Code, specifically for the purpose of discussing the employment of a public official, seconded by Bell. Roll call, ayes – all. Motion carried.

Meeting reconvened at 8:16 a.m.

All staff evaluations are due by the end of March. One recurring problem is getting evaluations of the department heads which are to be done by the Mayor.

Years ago, when the Village had a full-time Building Inspector and activity levels were higher, the Village employed a board clerk who completed the meeting minutes from home and attended board meetings. Over time, as workloads shifted, the board clerk responsibilities were combined with the Building Department Administrative Assistant responsibilities to fill one full-time position and cover the hours the office is open to the public.

To assist in planning for potential changes with the administrative team, the committee will look to place an advertisement for part-time/full-time administrative help. Approval to advertise will be on the agenda for the next Council meeting.

There has been discussion over the last several years of increasing the Ohio Police and Fire employer contribution from 19.5% to around 26%. This would be a significant increase, and the Village should monitor the proposal closely. This would have a major impact on Village budgeting.

There was brief discussion about strategic plan retreat proposals provided to Council by the Mayor. The committee agreed that training is not a bad idea however, there was concern regarding the retreat proposal cost, and wanting a stronger explanation for the “why” behind the cost and format. There was discomfort with the spending level without clearer justification.

There was discussion of a letter to the editor in the local paper from a retired professor associated with Cleveland State (urban studies) who had experience in governance issues. This individual might be a valuable resource to bring in for a conversation about how the village government functions, particularly the “weak mayor” structure—not as a personal statement, but as a description of the governmental form of operations.

It was emphasized that while that might help with elected-official process improvements, the Village still needs a solid, ongoing training program specifically for employees. The group said it would be helpful to identify a “conflict expert” who could train staff and/or leadership in handling difficult conversations.

The committee discussed the hiring process and the importance of adhering to the process as listed in the Employee Handbook. Berger will draft a revised policy.

There were also concerns that anyone involved in the hiring process receives training or a refresher on interview dos and don'ts. The FO said she would forward a check-off sheet to use for guidance during interviews as a starting point. The committee emphasized key interview principles, including interviewers should ask the same

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questions of every candidate, and interviewers should not go “off topic,” especially into inappropriate areas. The group noted this is an ongoing issue and something that should be addressed proactively.

The Chief is prepared to request the appointment of Sgt. Divita to Lieutenant at the 1/20/26 Council meeting, as well as to acknowledge the retirement resignation of Sgt. Svoboda. These will be added to the Council agenda.

Meeting adjourned at 8:34 a.m.