

HR Committee Meeting Minutes

March 30, 2026 – 8:00 a.m. – Village Hall

Present: Chairman Berger, Council Member Bell, Fiscal Officer, Police Chief

Absent: Council Member Rensel

The meeting was called to order at 8:12 a.m. with a quorum present. The absence of Council Member Rensel was noted. The first order of business was the approval of the March 9, 2026, HR Committee meeting minutes. A motion was made and seconded, and the minutes were approved unanimously without discussion.

The committee reviewed ongoing staffing matters. It was reported that an interview for an administrative position had been conducted, and the committee would monitor progress in filling that role.

At present, only one full-time position remains unfilled for the PD. The committee agreed to evaluate the performance of a recently hired part-time employee before making further staffing decisions. Overall, staffing coverage has improved significantly compared to previous months, and all shifts are currently covered.

Discussion turned to planning a Council retreat. Council Member Rensel had been expected to contact Scott Allen regarding a potential presentation, and the committee is awaiting her update. Scheduling challenges were discussed due to availability conflicts in April. Several possible dates were considered, including April 25, and May 30. The group tentatively identified May 30 as the most viable option, pending confirmation from the full council. The anticipated structure of the retreat includes presentations on the budgeting process, legal considerations from the solicitor, and potential managerial insights from Scott Allen. The committee discussed a tentative timeframe of approximately three hours on a Saturday morning.

There was discussion on the unresolved issue of the Village Safety Officer role. The committee expressed frustration over the lack of progress and clarity regarding the Street Commissioner's responsibility for safety coordination. While it was believed that this responsibility had been verbally communicated, no formal written documentation exists.

Members noted ongoing confusion and lack of initiative despite prior discussions and expectations. Concerns were raised about accountability, particularly given that the role involves basic safety oversight tasks such as ensuring proper use of equipment, conducting inspections, and enforcing safety policies.

The committee debated whether to reassign the responsibility but ultimately emphasized the importance of holding the appropriate employee accountable rather than redistributing duties due to noncompliance. It was agreed that the job description must be formally updated to clearly include safety responsibilities, and that expectations must be documented.

To address the issue, the committee proposed:

- Sending a formal email to the Street Commissioner (copied to the Mayor) outlining expectations
- Establishing a 30-day timeline for implementation

- Requiring a formal plan to be presented at a future HR meeting
- Involving the Mayor in future discussions to ensure accountability and create a documented record

Berger made a motion to enter into executive session at 8:26 a.m. pursuant to Ohio Revised Code 121.22(G)(1) to discuss the employment of a public employee and invited in the Fiscal Officer and Police Chief, seconded by Bell. Roll call – ayes, all. Motion carried.

Committee reconvened at 8:43 a.m.

The committee discussed the reporting structure for a new Building Department employee and confirmed that the individual would report to the Fiscal Officer.

Past challenges with administrative oversight were reviewed, including issues stemming from employees working in separate locations, lack of clear authority, and inappropriate communication channels. It was emphasized that:

- Centralizing staff in one location would improve collaboration and oversight
- Department heads must be respected as the primary managers
- The Mayor should communicate concerns through department heads rather than directly with subordinate employees

The committee agreed that consistent adherence to proper management structure is essential for organizational effectiveness.

The need to update all job descriptions was identified as a priority. The Fiscal Officer proposed redistributing position analysis questionnaires previously completed by staff to facilitate updates. The committee emphasized that clearly defined roles are necessary not only for current operations but also for future transitions and hiring decisions.

Discussion also highlighted the evolving nature of certain roles, particularly regarding technology and project management responsibilities, underscoring the importance of accurately reflecting current duties.

The committee reviewed the status of employee evaluations. While some evaluations had been completed and submitted, concerns were raised about inconsistencies in the process. Specifically:

- Some evaluations consisted largely of self-assessments with minimal managerial input
- Required two-level review procedures were not consistently followed
- The Mayor's role in reviewing and submitting evaluations to HR had not been fully completed

The committee reaffirmed that evaluations must include meaningful input from supervisors and adhere to established procedures.

Council Member Rensel had initiated efforts to prepare appreciation letters for staff, though no update was available. The committee briefly discussed cleaning responsibilities due to temporary service gaps, noting that staff and leadership, including the Mayor, had shared in maintaining facilities.

With no further business to discuss, the meeting adjourned at 8:55 a.m.