

## **HR Committee Meeting Minutes**

**Date:** May 18, 2026

**Time:** 8:00 a.m. – 8:58 a.m.

**Location:** Village Hall

**Present:** Chairman Berger, Councilmembers Bell and Rensel, Police Chief, Fiscal Officer

Chairman Berger called the meeting to order at approximately 8:03 a.m. Attendance was noted for the record.

At 8:04 a.m., Chairman Berger moved to enter executive session pursuant to Ohio Revised Code 121.22(G)(1) to discuss the employment of a public employee. The motion was seconded by Councilmember Bell. Roll call – ayes, all. Motion carried.

The committee reconvened at 8:17 a.m.

The committee reviewed and approved the minutes from the March 30, 2026, HR Committee meeting.

### **Council Retreat:**

The committee discussed scheduling the long-delayed council retreat. Previous attempts to schedule the retreat in June were unsuccessful.

- Saturday morning scheduling appeared to work better for participants.
- July 18, 2026, was identified as a workable date for several attendees.
- Proposed timeframe discussed: approximately 8:00 a.m. to 11:00 a.m.

### **Action Items**

- Chairman Berger will propose the July 18 date during council discussion.

### **Consolidation of Administrative Team:**

Berger reported he attended the Building Committee meeting last week and committee confirmed that the Village remains committed to consolidating administrative staff operations at Village Hall.

- The plan includes relocating Building Department staff as previously discussed.
- Current renovation estimate for basement remodeling is approximately **\$23,000**. Gather more quotes to bring to next committee meeting.
- Additional improvements may be needed, including expanded front counter space similar to the current building department layout.

Members agreed that renovation costs are significant but substantially less than constructing an addition.

### **Safety Compliance:**

The committee received updates regarding safety and compliance efforts within the Street Department.

- The Street Commissioner attended a Geauga County safety meeting.
- Required paperwork related to FMLA has been submitted.
- The Street Commissioner met with an outside vendor regarding safety training services and appeared interested in pursuing additional safety training.
- A remaining requirement is completion of DER (Designated Employer Representative) training related to CDL drug-testing compliance for snowplow operators.
- The Fiscal Officer currently serves as the primary DER contact.
- The Street Commissioner is expected to serve as backup once training is completed.

### **Job Descriptions:**

The committee revisited efforts to update employee job descriptions.

- In 2024, employees reviewed and completed Position Analysis Questionnaires (PAQs) identifying duties not reflected in existing job descriptions. The review process stalled before completion.
- Members agreed job descriptions should be reviewed again because:
  - Existing descriptions are outdated
  - Employee responsibilities have evolved
  - Additional duties, especially technology-related tasks, are not adequately documented
- Consensus favored keeping the current format previously prepared by Clemans Nelson and updating job descriptions as needed.

#### Action Items

- PAQ forms will be redistributed to all employees.
- HR committee will review employee submissions and revise job descriptions accordingly.
- Legal counsel may be consulted if revisions raise compliance concerns.

### **Employee Recognition and Appreciation:**

The committee discussed employee recognition and appreciation.

- Chairman Berger referenced a prior policy proposal intended to ensure equal recognition of all Village departments throughout the year. Concerns had arisen that some departments were being recognized publicly while others were overlooked.
- The Chief and FO expressed support for replacing scattered recognition efforts with one unified annual employee appreciation event. One event acknowledging all employees together increases:
  - Employee morale
  - Team building
  - Cross-department interaction
  - Fairness and consistency
- Members agreed the event should remain focused on employees and not evolve into a broader community recognition program.
- Concerns were raised that employees should not be required to perform setup or cleanup duties for an event intended to honor them.
- The committee favored a restaurant venue over park-based events to:
  - Avoid weather concerns
  - Eliminate setup/cleanup burdens
  - Provide a more professional environment
- Potential venues in the Village discussed included:
  - Augie's
  - Tavern 6
  - Local restaurants within the Village whenever possible
- The event would occur once annually.
- Employees would not automatically receive the remainder of the day off unless personal or comp time was used.
- Appreciation event funding is believed to already exist within budget categories.
- The committee agreed to move forward with planning a single annual employee appreciation event focused exclusively on employees.

#### Action Items

- Staff will investigate dates and venue availability for a summer event.
- Event details and costs will be developed further.

### **Community Involvement:**

Attempts were made to contact the school principal regarding a card-making/community involvement activity.

No response has yet been received.

Action Item

- Follow-up contact attempts will continue.

**Building Department oversight:**

The committee held a detailed discussion regarding administrative oversight and long-term sustainability of the building department.

Key Concerns Raised

- Lack of a permanent department head structure
- Heavy reliance on contracted personnel
- Difficulty recruiting qualified inspectors
- Aging workforce within the building inspection profession
- Absence of a succession plan

Discussion Highlights

- Members noted that the current contractor could leave at any time, creating operational risk.
- Concerns were expressed regarding the mayor's role as administrative overseer of the department and the challenges associated with part-time elected leadership managing day-to-day departmental operations.
- Members discussed the broader statewide shortage of certified building inspectors, particularly individuals with electrical certification credentials.
- It was noted that:
  - More than half of Ohio's building inspectors are expected to retire within several years
  - Private sector opportunities are often more lucrative than municipal employment
  - The Village has struggled to develop replacement candidates

The committee agreed that:

- A permanent succession and management structure is needed
- Additional discussion involving the mayor and Building Committee is necessary

Action Items

- A joint HR and Building Committee meeting will be scheduled.
- The mayor will be invited to participate.
- Succession planning and department administration will be primary agenda items.

**Cleaning Services Transition:**

The committee discussed the pending retirement of the current cleaning contractor.

Discussion Points

- Tim plans to retire in June but offered temporary assistance if needed after his vacation June 10-20.
- Concerns were raised regarding security and access within the police department as well as the finance office..
- Members emphasized that cleaning personnel must undergo:
  - Background checks
  - Fingerprinting
  - Approval for unescorted access
- Concerns were expressed regarding the use of rotating commercial cleaning crews.

The committee agreed the Village should:

- Develop formal requirements
- Create a clear scope of work
- Advertise or issue an RFP rather than hiring informally

Action Items

- A council motion will be prepared to authorize advertising for cleaning services.
- Requirements and screening standards will be drafted.

### **Police and Fire Retirement Fund Update:**

- No updates were available regarding police and fire retirement fund matters.

### **Employee Evaluation Process**

The committee discussed formalizing employee evaluation procedures.

#### Discussion Points

- Members expressed interest in developing standardized annual review forms tied directly to updated job descriptions.
- Existing evaluation forms created during the 2019 Clemans Nelson project were discussed.
- Current onboarding and probationary review procedures within some departments were reviewed positively.
- Department heads are expected under the employee handbook to meet monthly with new employees during probationary periods.
- Supervisors document performance discussions and place summaries in employee personnel files.

The committee agreed:

- Formal annual evaluations should be standardized across departments
- Existing forms may serve as the starting point
- Job descriptions and evaluations should be updated together

#### Action Items

- Existing evaluation forms will be reviewed.
- Updated forms and procedures will be developed for broader implementation.

### **Adjournment**

With no further business to discuss, the meeting adjourned at approximately 8:58 a.m.