

Human Resources Committee Meeting Minutes June 8, 2026, 8:00 a.m., Village Hall

Present: Chairman Berger, Council Member Rensel, Fiscal Officer Romanowski, Police Chief Rizzo

Absent: Council member Bell

Chairman Berger called the Human Resources Committee meeting to order at **8:03 a.m.** The committee reviewed the minutes from the May 18, 2026, Human Resources Committee meeting. Rensel made a motion to approve, seconded by Berger. Voice vote – ayes, all. Motion carried.

July 18th Council Retreat Planning

The committee discussed planning for the July 18 Council Retreat and confirmed that most participants have committed to attending. Discussion focused on developing a meaningful agenda that would provide value to both new and experienced Council members. Fiscal Officer proposed providing an overview of municipal budgeting and government accounting processes to help Council members better understand why financial decisions are handled in a particular manner. It was also anticipated that the Solicitor would provide training regarding Sunshine Law requirements and related governance topics.

The committee discussed engaging consultant Scott Allen to facilitate a team-building and communication session. Members emphasized that while team-building exercises are valuable, the larger issue facing the organization is the need for improved communication, accountability, and follow-through. Several examples were discussed where projects stalled because responsibilities and deadlines were never clearly assigned. Committee members agreed that future discussions should consistently conclude with an action plan identifying who is responsible for each task and when it is expected to be completed.

The committee also discussed implementing a more structured reporting process across committees. Suggestions included using a red-yellow-green status system to identify priorities and project status, maintaining active lists of old business items, and ensuring accountability for unresolved matters. Members agreed that more consistent reporting would improve communication among committees and reduce lengthy discussions at Council meetings. The Fiscal Officer will contact Scott Allen to discuss availability, agenda development, and costs associated with facilitating the retreat. Budget expectations were discussed, with members indicating that a cost between \$1,000 and \$1,500 would be acceptable, while higher costs would require additional discussion. The retreat will be conducted as an open public meeting and may be recorded for future training purposes. Food and refreshments will also be arranged.

Administrative Staffing Update

Fiscal Officer reported that new Building Department Administrative Assistant has started work and has already received extremely positive feedback from staff. She was described as a quick learner, technologically proficient, and willing to participate in cross-training opportunities. The Fiscal Officer noted that the new Building Department Administrative Assistant brings

experience in banking, reconciliations, budgeting, and administrative functions and may provide opportunities to streamline existing processes. Committee members discussed the importance of continuing to identify and utilize employees' strengths and expressed optimism that she will be a valuable addition to the administrative team. Members were encouraged to welcome and engage with new staff as part of ongoing team-building efforts.

Police Department Staffing Update

The Chief reported that the Police Department is currently down two positions following the departures of a full-time officer and a part-time officer. He explained that both individuals ultimately concluded that the responsibilities of police work were more extensive than anticipated and chose to leave the department. Chief Rizzo commended the department's Field Training Officers for their efforts in supporting the employees during the training process.

The Chief reported that several additional candidates have since applied and that preliminary interviews were scheduled for later that day. If suitable candidates are identified, they will be brought before the appropriate committee for consideration. Despite the staffing shortage, the department continues to maintain operations and provide coverage.

Department Head Meetings and Safety Officer Responsibilities

The committee discussed the Mayor's proposal to establish regular meetings among department heads and reiterated the importance of improving communication and coordination throughout the organization.

A significant portion of the discussion focused on safety officer responsibilities and oversight of the Village's safety and drug testing programs. Members reviewed the suggestion that the Fire Prevention Officer assume responsibility for safety oversight. Committee members expressed concerns that the Fire Prevention Officer is not regularly present and therefore may not be positioned to effectively oversee day-to-day safety practices.

The Chief suggested that the Police Lieutenant may be a more appropriate individual to assume the role. The committee agreed that if responsibility is assigned, the designated individual must also be granted the authority necessary to enforce safety standards and intervene when unsafe practices are observed. Members stressed that leadership support is essential to the success of any safety program. The committee expressed support for further discussion regarding assigning these responsibilities to the Police Lieutenant and requested that the matter be discussed with the Mayor and department heads before returning to the committee with a recommendation.

Streets Department Administrative Assistance

The committee reviewed concerns raised regarding administrative support for the Streets Department. The Fiscal Officer explained that she has repeatedly offered assistance but has never received a specific request identifying the work that requires support. Members agreed that additional resources can only be effectively allocated when specific needs and expectations are

identified. The committee concluded that any future request for assistance should include a clear description of the work requiring support and a proposed plan for addressing the need.

Cleaning Services

The committee discussed the ongoing transition to a professional cleaning service. While acknowledging and expressing appreciation for the excellent work performed by the current cleaning provider, members agreed that it is appropriate to move toward a contracted service model. Discussion included requirements for background checks, insurance coverage, and consistency of service. The committee emphasized that the transition should occur respectfully and that current services should continue until a replacement provider has been selected and is ready to assume responsibilities.

Job Description Review

The Fiscal Officer reported that Position Analysis Questionnaires (PAQs) have been distributed to employees and that several responses remain outstanding. Once all questionnaires are received, staff will review current job descriptions and prepare redlined versions reflecting any necessary revisions.

The committee noted that the current job descriptions are generally in good condition but acknowledged that certain duties may need to be clarified or updated, particularly those involving safety responsibilities, cross-training expectations, and reporting relationships. Members also discussed the possibility that changes in duties could impact future compensation reviews and budget planning. Any formal assignment of safety responsibilities to the Police Lieutenant would require corresponding updates to the applicable job description.

Employee Recognition Program

The committee revisited its previous discussion regarding employee recognition and appreciation. Members agreed that an employee recognition event should remain separate from the annual holiday party. The holiday party should continue to function as a social event, while the recognition event should focus on celebrating employee contributions and recognizing individuals who have retired or concluded service with the Village during the previous year.

The committee discussed whether to reinstate an Employee of the Year program but ultimately expressed concern that such awards can become political or divisive in a small organization. Members agreed that all employees contribute value to the Village and that the recognition program should emphasize appreciation of the entire workforce rather than highlighting one individual. A September appreciation luncheon was proposed, potentially at Tavern 6, and Council approval will be sought before finalizing arrangements.

Building Department Consolidation and Administrative Operations

The Fiscal Officer provided an update regarding the proposed consolidation of administrative staff into a single building. Discussion included expanded office hours, flexible scheduling to

accommodate evening Board meetings, modifications to reporting structures, and necessary policy revisions. Members agreed that if the move is approved, certain administrative policies and chain-of-command documents will require revision to reflect the new organizational structure.

The committee also discussed relocating the Village's network equipment to a more secure location within the building. Members agreed that the proposed relocation would improve security, reduce operational disruptions, and better support future renovations.

Facilities Maintenance and Property Oversight

The committee discussed ongoing concerns regarding maintenance of Village facilities and grounds. Members noted that many routine maintenance activities—including gutter cleaning, tree trimming, power washing, landscaping, debris removal, and monitoring of solar panel obstructions—are currently handled on an informal basis rather than through a structured maintenance program.

The committee agreed that a formal maintenance schedule should be developed identifying weekly, monthly, quarterly, and annual maintenance responsibilities. Members noted that a preventive maintenance approach would improve facility conditions, reduce emergency repairs, and ensure that Village properties are maintained consistently. Responsibility for implementation would remain with administration and the Streets Department, with oversight provided through established reporting channels.

Adjournment

Before adjourning, the committee reviewed its primary priorities and confirmed follow-up responsibilities. The meeting adjourned at approximately 9:00 a.m.

Action Items

Action Item	Responsible Party	Due/Status
Contact Scott Allen regarding retreat facilitation, agenda, availability, and cost.	Fiscal Officer Romanowski	Prior to Council budget amendment discussion
Finalize retreat agenda, logistics, refreshments, and public notice requirements.	HR Committee / Staff	Before July 18 Retreat
Discuss assignment of Safety Officer responsibilities to the Police Lieutenant with the Mayor and department heads.	Chief Rizzo	Report back to HR Committee
Continue police officer candidate interviews and bring recommendations forward as appropriate.	Chief Rizzo	Ongoing
Obtain remaining Position Analysis Questionnaires (PAQs).	Fiscal Officer Romanowski	Prior to July HR Meeting
Prepare redlined job descriptions for committee review.	Administrative Staff	Following receipt of PAQs
Continue evaluation and selection of professional cleaning services.	Administrative Staff	Ongoing
Seek Council approval for September Employee Recognition Luncheon.	Chairman Berger	Upcoming Council Meeting
Plan and schedule Employee Recognition Luncheon.	HR Committee / Staff	September 2026
Review and revise reporting relationships and chain-of-command policies if administrative consolidation is approved.	Fiscal Officer Romanowski	Following Council action
Relocate network cabinet and related technology infrastructure during building renovations.	Administrative Staff / IT Support	As renovation schedule permits
Develop a comprehensive facilities maintenance schedule identifying weekly, monthly, quarterly, and annual maintenance tasks.	Fiscal Officer Romanowski and Staff	Before future Property Committee review
Compile building-specific maintenance lists for Village Hall and Police Department facilities.	Administrative Staff and Police Department	Ongoing
Review maintenance schedules with Streets Department and administration for implementation.	Property Committee / Administration	Future Committee Meeting