

PERSONNEL COMMITTEE MEETING

APRIL 23, 2019

The meeting was called to order at 5:00 p.m. by Chairperson Becky Williams. Committee members present were Tim McCarthy, Barry VanHoozen, and Becky Williams. Also present were Laura Alkire, Law Director, and Kelly Chalfant, Human Resources Manager.

RESIDENCY REQUIREMENTS FOR NON BARGAINING POSITION DESCRIPTIONS

Ms. Alkire passed out two ordinances to review the internal residency requirement concerns which may be better placed in the individual job descriptions. Ms. Alkire stated that in the event an EOC is activated that those needing to respond will vary by event. She added that only full-time non bargaining position job descriptions would be amended to include "you may be called upon to respond" in case of an emergency or disaster. Ms. Alkire stated that she is looking to the Committee for further input, and added that this is really two pieces of legislation (Ordinance 14-2019 & 15-2019). She added that Ordinance 14-2019 amends current legislation, and that Ordinance 15-2019 approves the revision to the job description, and includes the language needed. Mr. McCarthy questioned state law regarding residency requirements, and Ms. Alkire clarified that the proposed language would state that full-time non bargaining positions would need to respond in the case of an emergency or disaster. There was further discussion about which positions would be affected by these proposed changes. Ms. Alkire noted that the language of "included, but not limited to" will need to be removed as she believes it is unconstitutional, and that the Ohio Revised Code allows the Committee to modify the language as needed. Ms. Williams and Mr. McCarthy added that it makes sense to put the language in the individual job descriptions. Mr. VanHoozen questioned whether the change in language will affect any current positions related to "living in an adjacent county". There was further discussion about Ordinance 15-2019 pertaining to who can declare a state of emergency, and Ms. Alkire clarified that the City Administrator will control City operations. Based upon conversation amongst the Committee it was determined that "City Administrator" language will be removed. Ms. Alkire recommended that all three readings be heard. The Committee agreed 3-0 to recommend approval of the ordinances with the changes discussed.

DISCUSS WAGE AND COMPENSATION STUDY PROPOSALS AND REFERENCES

Ms. Chalfant noted that Ms. Kabat, City Administrator, forwarded some feedback via email that she had received from some of the references for Zashin & Rich. Ms. Williams confirmed that three separate entities gave very fair reviews. The Committee agreed 3-0 to enter into a contract with Zashin & Rich to complete the wage and compensation study.

STATUS UPDATE ON CURRENT VACANCIES

Ms. Chalfant provided a list of current position vacancies to the Committee. She added that the lieutenant interviews will be held on May 8th and 9th. Ms. Chalfant stated that the first round of Director of Public Service interviews will finish this week. She added that filling the crossing guard and part-time tax positions have been challenging. She noted that there has been an abundance of applications for summer help, especially summer recreation.

There being no further business, the meeting adjourned at 5:29 p.m.

Respectfully submitted,

Becky Williams
Chairperson, Personnel Committee

Next meeting: Tuesday, May 28, 2019 at 5:00 p.m.