

MINUTES OF RAVENNA CITY PERSONNEL COMMITTEE MEETING
December 16, 2019

The December 16, 2019 meeting of the Ravenna City Personnel Committee was called to Order at 5:30 P.M., by Chairperson, Scott Rainone. Present were Bruce Ribelin; Andrew Kluge, Matt Harper, Scott Rainone, Paul Moskun and Joseph Bica. Also attending the meeting were Mayor Frank Seman; Finance Director, Kimble Cecora; Service Director, Kay Dubinsky; Police Chief, Jeff Wallis; Fire Chief, Geoffrey Cleveland; Council members-elect, Tim Calfee and Christina West; Finance Director-elect, Brian Huff; Larry Silenius of 123 North Walnut Street, Ravenna, Ohio; Deena Tannert of 784 East Main Street, Ravenna, Ohio and Clifford Soudil of 464 Woodlawn Avenue, Ravenna, Ohio.

Mr. Rainone said the only item on the agenda is to update the job description of the council clerk.

The clerk went over a number of suggested changes. The clerk noted that one item not on what was written up is to coordinate with Charter Review Commission.

Mr. Rainone said that it appears most of the changes are to modernize the demands of the position such as posting meeting agendas and minutes on the city website. Also adding handling public records requests, coordinate signing of contracts; act as secretary to the records commission; coordinate with council and administration the appropriate destruction of records.

The clerk noted that the records commission part is currently not being done. The council clerk, in nearly all communities that she is aware of, is the person who does records commission. That's part of what they send her to school for and it's silly to send her to school to learn it and not let her perform those duties.

There being no further comments or questions, it was decided to update the job description and get it to Heather Richkowski to post the job and to post it on the OMCA website.

There being no further business before the Committee, the meeting adjourned at 5:37 P.M.

ATTEST:

Clerk of Council

Scott Rainone, Chairperson
Personnel Committee