



**Ravenna City Council
Personnel Committee Meeting Minutes
September 14th, 2020**

The public meeting was held via Zoom and live streamed via YouTube. A video recording of the meeting can be found at: <https://www.youtube.com/watch?v=FOyQvHF1qW8> and <https://www.youtube.com/watch?v=vTgC-ghalUQ>

Council present via Zoom: Council President Andrew Kluge, Amy Michael, Rob Kairis, Paul Moskun, Cheryl Wood, Tim Calfee, Christina West, and Matt Harper.

Also attending the meeting via Zoom: Mayor Frank Seman; Police Chief, Jeff Wallis; Acting Fire Chief, Mark Chapple; Finance Director, Brian Huff; City Engineer, Bob Finney; Service Director, Kay Dubinsky; and Council Clerk, Chelsea Gregor

The Personnel Committee Meeting was called to order at 7:13 P.M. by Chairperson, Tim Calfee

The only discussion item was to change the current pay range for the Administrative Assistant position.

Mr. Calfee stated that since the item concerns the compensation of an employee he would like to request that Council go into executive session for discussion of the item.

- Motion to go into Executive Session at 7:16 pm by Mr. Harper, 2nd by Ms. West- All Ayes

Council went into Executive Session to discuss personnel compensation.

- Motion to come out of Executive Session at 7:41pm by Ms. West, 2nd by Mr. Harper- All Ayes

Mr. Calfee stated that the item before Council is to change the current pay rate for the Administrative Assistant position, which is the assistant to the Mayor and the Service Director. The proposal that Council has is to change the pay range from pay range 7 to pay range 12 which would require an amendment to the payroll ordinance.

- The item was moved forward

There being no further business for discussion, the meeting adjourned at 7:42 P.M.

ATTEST:

Clerk of Council

**Tim Calfee, Chairperson
Personnel Committee**