



**Ravenna City Council
Personnel Committee Meeting Minutes
March 15, 2021**

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=3-fnHI5Ydik&t=10598s>

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 8:01 P.M. by Chairperson, Tim Calfee

The only discussion item was 2 new contracts.

Mayor Seman explained that he did not want to mention names at that point in discussing the contracts. He said that one contract would be for a raise that the City had put into the budget last July, which is for the HR person. She has been with the City for 4 years and was the lead negotiator in the last set of negotiations. The Mayor stated that the goal is to make her an employee, but she still would like to remain on a contract, adding that it saves the City about \$25,000 in health care costs. Although the money for the compensation increase has been approved, a new contract must be issued and approved.

Mayor Seman stated that the second contract is for a person who has helped aid and ensured safety throughout the pandemic. The City is in the process of filming the State of the City and he has been asked to contribute to explain his role in the past year. The Mayor stated that the job description for the contract is nearly complete and he will share it with Council when it is finished.

Mayor Seman stated that both positions are critical to the work that is done out of City Hall, and to the benefit of all the employees.

Mr. Calfee inquired into the status of the second position. Mayor Seman stated that prior to the pandemic the employee spent approximately 40% of the time as the City's Safety Officer, but it has since increased and he would like to make it a full-time position. Currently part of his compensation comes out of the Wastewater Fund, where he worked prior to the pandemic, and the Mayor would like to change that, adding that it would then be split between departments.

- Only the HR contract was moved forward

There being no further business for discussion, the meeting adjourned at 8:09 P.M.

ATTEST:

Clerk of Council

**Tim Calfee, Chairperson
Personnel Committee**