



**Ravenna City Council
Personnel Committee Meeting Minutes
May 15, 2023**

The public meeting was held in person in City Council Chambers.

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

Also attending the meeting: Mayor Frank Seman; Police Chief, Jeff Wallis; Finance Director, Brian Huff; Service Director, Kay Dubinsky; City Engineer, Bob Finney; Council Clerk, Chelsea Gregor; Cliff Soudil, Larry Silenius, John MacFarland, Lou Dudek

The Personnel Committee Meeting was called to order at 8:35 P.M. by Chairperson, Tim Calfee

The first item was to discuss the appointed Finance Director position.

Mr. Calfee explained that the Finance Director position has been an elected position since 1975 and that in 2019 there was a Charter change that went to the ballot to make it an appointed position, adding that the change included that the Finance Director shall have qualifications as fixed by ordinance. He then explained what the old Charter job description stated and informed Council that the Mayor is responsible for appointing a Finance Director and that Council needs to impart the job description and duties. Mr. Calfee stated that the salary will also need to be addressed and that the current salary is approximately \$65,000 per year. He explained that moving forward the position will need to be discussed with the HR Director and the Mayor to decide what the qualifications should be.

Ms. Michael stated that she felt it was important to talk to the Finance Department staff to see what fits for them and what that position should look like.

Mr. Calfee stated that he will talk with the HR Director and the Mayor since the appointed position goes into effect in 10 months.

Mr. Kairis addressed codified ordinance section 234.02 and stated that section 240.02 will also need to be updated. He stated that the topic of part-time or full-time will need to be discussed and questioned if the position could turn into a contract instead of an employee designation.

Mayor Seman stated that the HR Director will put together information and send it out to Council members.

- The item was for discussion only.

There being no further business, the meeting adjourned at 8:48 P.M.

There being no further business for discussion, the meeting adjourned at 8:48 P.M.

ATTEST:

Clerk of Council

**Tim Calfee, Chairperson
Personnel Committee**