



**Ravenna City Council
Personnel Committee Meeting Minutes
August 14, 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; Fire Chief, Mark Chapple; Finance Director, Brian Huff; City Engineer, Bob Finney; Service Director, Kay Dubinsky; Council Clerk, Chelsea Gregor; Cliff Soudil, Larry Silenius, Diane Smith, John Sferra

The Personnel Committee Meeting was called to order at 6:00 P.M. by Chairperson, Tim Calfee

The first item was the Northeast Ohio City Council Association membership.

Ms. Michael stated that she had heard of the association in the past but was unsure why Council had never joined, adding that it may have been because of finances.

Mr. Calfee explained that there are over 300 members from 40 northeast Ohio municipalities and that they provide quarterly educational opportunities. He stated that the cost is \$400 per year for up to 9 members and that he will be attending the September session to report back and decide if Council should join.

- The item was for discussion only.

The second item was to discuss an IT manager position.

Mr. Calfee explained that the City used to have a full-time IT manager that had resigned and then Quality IP was brought on board to take care of the City's technical needs.

Ms. Michael stated that it is a pro to have someone on staff and available all the time, but stated that it is a con when they have vacation or need time off, adding that she would caution the City just having one person in charge of IT.

Mr. Calfee stated that the approximate pay for the job is \$80,000, which would then cost the City approximately \$120,000 with benefits, and added that Quality IP is paid approximately \$140,000 per year. He stated that the City needs to have a back-up plan for IT and asked to consider the reasons relating to the different IT options.

Mayor Seman acknowledged the option of a hybrid model of a full-time IT staff member and an IT company as a backup to the IT manager.

Mr. Kluge stated that he wants to make sure that the City employees are being served properly.

Mr. Kairis stated that Quality IP's contract expires in the summer of 2024 and questioned if the City could save money with a different IT approach.

Mr. Calfee proposed reducing the scope of services provided by Quality IP.

Mr. Huff stated that Quality IP services cost the City approximately \$11,000 per month. He explained that he has seen enough issues that he would like to see someone guiding the City in the right direction, especially when building a new city complex, the City should have someone on board looking out for the City's best interest.

Mr. Moskun suggested an assistant to an IT person as a backup.

Mr. Finney agreed that there is a benefit to an in-house IT person which would help with efficiency of issues and updates, but also when determining server locations for the new city hall. Mayor Seman stated that he did discuss issues with Quality IP and explained that the City needs to look at the right mix of IT services to fit the City's needs.

Ms. Michael noted that there should be a fund line for training and education to keep the IT person up to date.

- The item was for discussion only.

The third item was an additional vacation week after 25 years of service.

Mr. Calfee explained that non-union employees currently get less vacation than union employees and said that the change would allow for 6 weeks' vacation after 25 years of service. He stated that he has spoken to the Mayor, the HR Director and the Finance Director and thinks that Council should act on it.

Mr. Harper stated his support for the change.

Mr. Kairis referred to Section 260.02 Vacations, of the codified ordinances, and reminded Council that the section needs to be either repealed or updated. He stated that he had previously met with the Law Director to discuss revisions to Section 260.

Mr. Calfee agreed and stated that it should be addressed in either November or December, prior to the passing of the payroll ordinance.

Mr. Calfee stated to clarify that he and Mr. Harper were in support of moving the item forward.

Mr. Soudil addressed Council to ask about sick days and was told that unions negotiate differently.

- The item was moved forward.

Management Update:

Mayor Seman reminded Council that the Service Director will be retiring at the end of the year and that the Finance Director position still needs to be addressed.

There being no further business, the meeting adjourned at 6:33 P.M.

There being no further business for discussion, the meeting adjourned at 6:33 P.M.

ATTEST:

Clerk of Council

**Tim Calfee, Chairperson
Personnel Committee**