



**Ravenna City Council
Personnel Committee Meeting Minutes
September 11, 2023**

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

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

Also attending the meeting: Mayor Frank Seman, Law Director, Frank Cimino; Police Chief, Jeff Wallis; Finance Director, Brian Huff; City Engineer, Bob Finney; Council Clerk, Chelsea Gregor; Cliff Soudil, Larry Silenius

The Personnel Committee Meeting was called to order at 7:11 P.M. by Chairperson, Tim Calfee

The first item was to discuss an IT Manager position.

Mr. Calfee explained that the position was filled in 2017 at pay range 21. He stated that the cost was \$83,500 but with fringe benefits and PERS the amount is approximately \$125,000 per year. Mr. Calfee said that Quality IP's cost per month is \$11,000 but that the cost should decrease with the addition of an IT position. He stated that the contract with Quality IP extends through July of 2024 and asked Council's opinion on if the two contract positions should overlap.

Ms. West was in favor of the addition and stated that an IT person will be able to assist the City in the process of acquiring a new contract for additional IT services with a company such as Quality IP.

Mr. Harper agreed with the overlap suggestion and stated that the transition can help to identify the needs of the person and their expertise.

Ms. Wood cautioned that with one IT person there could be issues if the position is left and that she wants to ensure that information is shared and protected with a backup person.

Mr. Calfee stated that with the addition of an IT manager it can eliminate a large portion of the Quality IP contract.

Ms. West stated that there could be a checks and balance system with both types of IT services.

Mr. Moskun stated that the proposed hybrid system would increase efficiency now and down the road.

Mr. Calfee stated that there will be an amendment to the payroll ordinance to reinstate the position at pay range 21 and that Human Resources has the job description.

Mayor Seman stated that he supported the item moving forward.

- The item was moved forward.

There being no further business, the meeting adjourned at 7:20 P.M.

There being no further business for discussion, the meeting adjourned at 7:20 P.M.

ATTEST:

Clerk of Council

**Tim Calfee, Chairperson
Personnel Committee**