



**Ravenna City Council
Personnel Committee Meeting Minutes
March 11, 2024**

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; Service Director, Tim Contant; City Engineer, Bob Finney; Finance Director, Brian Huff; Assistant Finance Director, Tami Lorence; Council Clerk, Chelsea Gregor; Human Resource Director, Heather Richkowski; Larry Silenius, Diane Smith,

The Personnel Committee Meeting was called to order at 7:15 P.M. by Chairperson, Tim Calfee

The first item was the appointment of the Finance Director.

Mr. Calfee explained the appointment process of the Finance Director which explained that the Mayor shall appoint the position with the consent of the majority of Council. He said that Council went over the director qualifications a few months ago which included a bachelor's degree and 3 years of experience. Mr. Calfee stated that the Mayor's recommendation for the position meets the qualifications. He explained that the candidate has 30 years of experience, has worked for the City for 5 years, has worked for two finance directors and has worked as the Assistant Finance Director. Mr. Calfee stated that it is the Mayors intention to have the appointment term begin April 1st, 2024.

Mayor Seman stated that Ms. Lorence has done a nice job and that he is comfortable appointing her, adding that he is proud to have her as an employee.

- The item was moved forward.

The second item was the procedure for filling a vacant Council seat.

Mr. Calfee said that Council President Kluge will be resigning at the end of the month and the position will be open on April 1st. He explained the Charter description of the process to appoint the Council President seat and then subsequent Council seat. Mr. Calfee stated that the Council President vacancy gets filled from within City Council and that the replacement would have to fill out a petition in January to run in the next election to fill the remainder of the term. He said that there is no time limit to pick a new president and that the 30-day clocks starts once it is filled.

Mr. Kairis noted that the term would be for less than two years.

Mr. Calfee suggested going into executive session to discuss how to proceed with filling the vacancies. He stated that he was not interested in the position.

Ms. Michael and Ms. West also declined the vacancy position.

Mr. Calfee stated to clarify that the existing Council member who takes the vacancy position will have to be voted on amongst the 6 remaining members and then the Mayor is permitted to appoint the regular Council member vacancy if the time exceeds 30 days.

- The item was for discussion only.

Mr. Calfee requested to go into executive session to consider the appointment of a public employee.

- Motion to go into Executive Session at 7:56 pm by Mr. Calfee, 2nd by Ms. West – Mr. Calfee, Ms. West, Mr. Harper- **All Ayes**

Council went into Executive Session to consider the appointment of a public employee.

Mr. Calfee stated that Council is back on the record.

The third item was an amendment to the payroll ordinance.

Mr. Calfee stated that the amendment is to clarify the terminology used to allow the Mayor to hire a part-time administrative or clerical employee as needed.

Management Update

Mayor Seman stated that the City is drafting an MOU to extend a probationary period for an employee in the water department. The MOU will need to be approved by the union and it would be for 180 days.

There being no further business, the meeting was adjourned at 8:00 P.M.

There being no further business for discussion, the meeting adjourned at 8:00 P.M.

ATTEST:

Clerk of Council

**Tim Calfee, Chairperson
Personnel Committee**