



**Ravenna City Council  
Personnel Committee Meeting Minutes  
September 16, 2024**

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

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

Also attending the meeting: Mayor Frank Seman; Police Chief, Jeff Wallis; Fire Chief, Mark Chapple; Service Director, Tim Contant; City Engineer, Bob Finney; Finance Director, Tami Lorence; Controller, Brian Huff; Council Clerk, Chelsea Gregor; Cliff Soudil, Larry Silenius,

**The Personnel Committee Meeting was called to order at 6:02 P.M. by Chairperson, Tim Calfee**

**The first item was Chapter 260 and the payroll ordinance.**

Mr. Calfee stated that there are conflicts between Chapter 260 and the payroll ordinance, and the two documents need to be looked at. He explained discrepancy sections such as vacation, holiday, flextime and comp time, and recent amendments to the payroll ordinance that were not updated in the codified ordinances. Mr. Calfee stated that he will be reviewing both documents with administration and he will be bringing the reviews to future committee meetings.

Ms. Michael asked if positions would be removed.

Mr. Calfee stated that some existing positions may need to be removed from one document to match the other, but no positions would be eliminated.

Mr. Kairis explained that there are separate secretaries for different commissions and that Chapter 260 was never updated with the change. He said that the Board of Zoning Appeals is supposed to choose their secretary, and it is currently out of sync with what Chapter 260 says and what the City does.

Mr. Calfee said he will bring a list of changes next month.

- The item was for discussion only.

There being no further business, the meeting adjourned at 6:13 P.M.

**There being no further business for discussion, the meeting adjourned at 6:13 P.M.**

**ATTEST:**

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**Clerk of Council**

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**Tim Calfee, Chairperson  
Personnel Committee**