



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

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

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

Also attending the meeting: Mayor Frank Seman; Finance Director, Tami Lorence; Controller, Brian Huff; Council Clerk, Chelsea Gregor; Cliff Soudil, Larry Silenius

**The Personnel Committee Meeting was called to order at 7:56 P.M. by Chairperson, Tim Calfee**

**The first was an MOU with AFSCME.**

Mr. Calfee explained that there was a change in the Street Department and 2 laborer positions are being brought back into the payroll ordinance from inactive status. He stated that the AFSCME Union contract needs to be amended to officially approve the change.

- The item was moved forward.

**The second item was a discussion regarding a Grants Administrator.**

Mr. Kairis explained that there has been talk amongst the administration to consider a grant writer. He stated that grants pay for a lot of various city business and questioned if a designated staff member to write grants would help the city. Mr. Kairis stated that there is nothing to move forward yet and that the topic is up for discussion.

Ms. Wood explained that people have to be specialized in a field to write grants and that a single person may not be able to understand or know where to look for grants across the board.

Mr. Kairis stated that options include hiring an employee or hiring a consulting firm for grants.

Ms. Michael agreed that the item was worth discussing and that a grant writer could be possible with economic development.

Ms. Wood stated that Neighborhood Development Services (NDS) can write grants for the City upon request.

- The item was for discussion only.

**Management Update**

Ms. Michael stated that the Fire Department received an MOU with the Red Cross to provide smoke detectors and installation. She said that no money will be exchanged, and the Fire Department has been a part of the program in the past.

Mr. Kairis stated that he will follow up with the Law Director to see if an ordinance is required.

There being no further business, the meeting adjourned at 8:15 P.M.

**There being no further business for discussion, the meeting adjourned at 8:15 P.M.**

**ATTEST:**

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**Clerk of Council**

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**Tim Calfee, Chairperson  
Personnel Committee**