

MINUTES OF RAVENNA CITY PERSONNEL COMMITTEE MEETING
February 11, 2019

The February 11, 2109 meeting of the Ravenna City Personnel Committee was called to Order at 6:48 P.M., by Chairman, Scott Rainone. In attendance were Paul Moskun, Rob Kairis, Amy Michael, Bruce Ribelin, Andrew Kluge, Matt Harper and Joe Bica. Also attending the meeting were Mayor Frank Seman; Finance Director, Kim Cecora; Service Director, Kay Dubinsky; Law Director, Frank Cimino; City Engineer, Bob Finney; Police Chief Jeff Wallis; Human Resources Director, Heather Richkowski and Larry Silenius of 123 North Walnut Street, Ravenna, Ohio.

Mr. Rainone said the first item on the agenda is Workers' Compensation legal representation.

Mr. Cimino said an employee who worked on a part-time summer basis apparently was injured during leaf pickup. He was awarded Workers' Compensation for about a year now. He attempted to get more coverage. The Bureau of Workers' Compensation through the appeals process denied the claim. He has filed his own action in Common Pleas court. The Bureau of Workers' Compensation does not supply the continued case since it has gone to the Common Pleas court and it's up to the local municipality. He did get a referral for an attorney, Dave McCarty of Columbus. The attorney has filed an Answer with the Court on behalf of the City. A contract needs to be signed with Attorney McCarty. The request is to authorize the Law Director to execute that agreement on behalf of the City.

Mr. Cecora said that monies are already budgeted for legal fees so no appropriation is needed at this time.

There being no further questions or comments, it was decided by those present that the issue would be referred to the Committee of the Whole for further action.

Mr. Rainone said the next item on the agenda is the front desk position.

Ms. Dubinsky said she would like to ask to amend the 2019 payroll ordinance to put the front desk position be put back into a fulltime position. That position was always fulltime prior to the situation came up with the previous service director. When she was moved into the service director position, she was also working the front desk, on a part-time basis. The person in that position is making \$12.00 an hour, working 28 hours a week. The proposal is to put this back to fulltime at range 7, which would start at \$13.84 an hour. The previous fulltime secretary was 13 with a maximum salary of \$49,000.00. Putting this position back to fulltime would still be a savings of approximately \$12,000.00 in wages. She would like to say the current employee has been in this position for a year and is very reliable and has caught on to the job. She feels that continuity is needed for that position just to handle the day to day issues. Having the same person there all of the time makes it much more efficient. She loves the job and drives from the Champion area.

Personnel Committee Meeting Minutes
February 11, 2019
Page Two (2).

Mr. Moskun asked what range the position would start at.

Ms. Dubinsky said that is Range 7(a) which is \$13.84 an hour. She is currently at \$12.00 an hour. This is the range they felt was competitive. It is an increase from what the employee is currently making.

There being no further questions or comments, it was decided by those present that the issue would be referred to the Committee of the Whole for further action.

Mr. Rainone said Item No. 3 is an update to the Codified Ordinances. The clerk brought to his attention that Section 220.07 talks about the absence of the president or president pro tem. If the president or president pro tem at the start of a meeting, the ordinance calls for the clerk to start the meeting. If the clerk is absent, then the law director starts the meeting. From there if a quorum is present, council appoints one of its members to chair that meeting. The clerk thought the clerk position should be removed from that section. He would guess then it would go to the law director and what happens if the law director is absent.

The clerk said that perhaps the next senior member of council would be the next person to start a meeting.

There being no further questions or comments, it was decided by those present that the issue would be referred to the Committee of the Whole for further action.

Mr. Rainone said the next item is a discussion of the finance department staffing.

Mr. Cecora said he would like to propose adding an individual to the Finance Department now. There will be some significant changes next year. He understands it is a fulltime body but they have pretty much operated for the last decade with two individuals. He thinks it would probably be a good idea to bring someone on board to train for an entire year so that whoever would take over as finance director would at least have the opportunity to have two fulltime trained employees in the department. Denise isn't going anywhere and will be there. With his departure and that of Jennifer Collier, he would think a full trained second individual would be a huge benefit.

Ms. Michael expressed her concern that they put the money into training a person and a new director comes in and wants their own person.

Mr. Cecora noted that is the calculated risk they would have to take. They talked about a couple of things. With Jennifer Collier leaving who knows what the fate of that individual at that same task level. That would allow two individuals in that department. There is always the risk someone could come in and clean house.

Mr. Ribelin asked if there is anyone in that department with the training and education necessary in order to take the next step up into Jennifer Collier's position.

Personnel Committee Meeting Minutes
February 11, 2019
Page Three (3).

Mr. Cecora said that they have discussed it. Denise may wish to be a candidate for that in the future but rather than appoint her now, he would rather have whoever comes on board make that decision. She certainly has the experience but not the degree Ms. Collier has. What he wanted to see is if Council is okay with the thought of considering something like this. What he doesn't want to do is wait until the first of the year and then be stuck. They can't run the department with one person. He's leaving the end of March and Ms. Collier is leaving the end of April. They have to think about this somehow.

Ms. Richkowski said that having someone trained for close to a year is going to put that department into a better position. It's going to take a while to find someone with the experience and education and they want to look for. She would look for someone with a degree and some experience. If they can get both of those, that is ideal and it will take some time to find someone. Then they need to be trained, to learn what both Jennifer and Denise do.

Mr. Ribelin said they talked about this in the budget commission some months ago. He thinks it is important to be prepared.

Mr. Bica said he thinks they need to start sooner rather than later because the market is very tight right now.

A review of the payroll ordinance was made. It was suggested that the current payroll ordinance be left as it is with the exception of removing the range 12 and make it a discretionary, with that being in either Range 15 or 16, depending on education and experience levels.

There being no further questions or comments, it was decided by those present that the issue would be referred to the Committee of the Whole for further action.

There being no further business before the Committee, the meeting adjourned at 7:10 P.M.

ATTEST:

Clerk of Council

Scott Rainone, Chairperson
Personnel Committee