



## AGENDA

### HUMAN RESOURCES COMMITTEE

January 11, 2021

5:30 P.M.

Council Conference Room

#### CALL TO ORDER

#### APPROVAL OF MINUTES

- December 14, 2020

#### UNFINISHED BUSINESS

- Update: Program Manager, Recreation Department
- Community Relations Board Citizen Member Appointments

#### NEW BUSINESS

- Leadman Appointments
- Laborer Appointments
- Police Officer Appointment
- Public Works Director Retirement & Rehire

#### PUBLIC COMMENTS

#### ADJOURNMENT

MINUTES OF THE  
HUMAN RESOURCES COMMITTEE  
Held December 14, 2020

A meeting of the Human Resources Committee was held December 14, 2020 at 5:30 P.M. in the Council Conference Room.

In attendance: Chair K. C. Zuber; Committee Member Marty O'Donnell; Council Members Billie Jo David and Jennifer Fenderbosch; HR Director Mary Siwierka; Mayor Zilka; Finance Director Steve Presley; Acting Chief Utilities Executive Rob Munro; and ALMU Board Member Tim Rush. (Via Zoom) Committee Member David Kos; Council Member Mark Spaetzel; Law Director Gary Ebert; and Chief Jeremy Betsa.

Approval of Minutes

The minutes of the September 14, 2020 Human Resources Committee meeting were approved as prepared and published.

Firefighter/Paramedic Appointment

Chair Zuber announced Patrick Furnas was certified to the position of Firefighter/Paramedic by the Civil Service Commission, effective January 4, 2021. First reading will be at tonight's City Council Meeting, with passage as an emergency at the second reading on December 21<sup>st</sup>.

Motion: Chair Zuber made a motion to approve the appointment of Patrick Furnas to the position of Firefighter/Paramedic with the Avon Lake Fire Department upon recommendation of the Civil Service Commission, effective January 4, 2021, and forward to the next Collective Committee Meeting and City Council Meeting. Seconded by Mr. O'Donnell. Motion passed: 3-0.

Collective Bargaining Agreements

Chair Zuber stated Acting Chief Utilities Executive Munro spoke with several Committee members regarding Temporary Legislation No. 11446. There were no objections to the proposed legislation. Mr. O'Donnell spoke of his appreciation for improved communications between Avon Lake Regional Water and the City regarding their union contract.

Mayor Zilka noted that sharing details of the Avon Lake Regional Water contract helped to keep the other union contracts in line with one another.

Motion: Chair Zuber made a motion to forward to the next Collective Committee Meeting and City Council Meeting Temporary Legislation No. 11446, with suspension of the rule requiring three readings. Seconded by Mr. O'Donnell. Motion passed: 3-0.

Chair Zuber stated Temporary Legislation Nos. 11441, 11442, 11443, 11444 and 11445 are the contracts for the three Police Department unions, the Secretarial union, and the Public Works Department union. It will be on tonight's City Council agenda for additional discussion and will be addressed in Executive Session.

Law Director Ebert stated an overview of the contracts will be discussed in Executive Session, but basically the unions have agreed to a three-year contract retroactive from July 1, 2020.

#### Amendments to Chapter 260

Chair Zuber stated Temporary Legislation Nos. 11449 and 11450 are new amendments to Chapter 260 for the Utilities Department and will be presented for emergency passage at tonight's City Council meeting. Temporary No. 11449 brings longevity compensation for non-bargaining employees into alignment with the new Collective Bargaining Agreement. Temporary No. 11450 changes the holiday schedule and gives employees Christmas Eve off and removes one personal day from employee benefits.

Law Director Ebert stated that these two pieces of legislation are outside of the Collective Bargaining Agreement and agreed by the Board of Municipal Utilities.

Motion: Chair Zuber made a motion to forward Temporary Legislation Nos. 11449 and 11450, new amendments to Chapter 260 for Avon Lake Municipal Utilities regarding longevity compensation and holidays, to the next Collective Committee Meeting and City Council Meeting. Seconded by Mr. O'Donnell. Motion passed: 3-0.

Chair Zuber stated the next two pieces of legislation were negotiated with the Collective Bargaining Agreement as amendments to Section 260.08 (Health Insurance) and 260.09 (Life Insurance). These will be presented for first reading at tonight's meeting of City Council with emergency passage and suspension of the rule requiring three readings on December 21<sup>st</sup>.

Motion: Chair Zuber made a motion to forward Temporary Legislation Nos. 11447 and 11448 for life insurance and health insurance to the next Collective Committee Meeting and City Council Meeting. Seconded by Mr. O'Donnell. Motion passed: 3-0.

#### Stipend for Civil Service Clerk

HR Director Siwierka distributed a document outlining information regarding compensation for Civil Service Clerk tasks. Chair Zuber reported that for the last nine months because of circumstances due to COVID-19, the Clerk of Council has been performing all tasks of the Civil Service Clerk.

Mr. O'Donnell noted that a document was circulated delineating the tasks and duties that have been performed by the Clerk of Council on behalf the Civil Service Commission since March of this year. There have been numerous Civil Service meetings, several tests scheduled, advertised, and administered, with accompanying administrative duties, all handled by the Clerk of Council. Clerk of Council Rosmarin has knowledge of those tasks, and she stepped in of her own accord,

and performed all tasks well. These duties are outside of the Clerk of Council's job description, and he recommended that a stipend should be paid for performing those duties.

HR Director Siwierka did research to determine what surrounding communities of a similar size did to compensate their Civil Service Clerks. She found many communities offer stipends for Planning Commission Clerk or Civil Service Clerk positions. The average compensation is between \$7,000 and \$9,000. If this position of Civil Service Clerk is paid as a stipend, it can be reassigned if Clerk of Council Rosmarin no longer performs the tasks.

Chair Zuber requested that HR Director Siwierka investigate what other Avon Lake Boards and Commissions do with regard to the clerical and administrative duties associated with their entities.

Discussion was conducted on whether a specified amount or range should be approved for compensation. HR Director Siwierka stated that she would recommend a range. That way the Commission, with Council's approval, would be able to change it at any point if the work load changed or someone new assumed the position. Establishing a range would keep the Commission from having to request legislation from Council multiple times.

Mayor Zilka said in years past, the Assistant Clerk of Council served as the Clerk to Civil Service. When Mrs. Rosmarin became Clerk of Council, there were longer meetings and more complications with Commission members changing, and she was serving as Civil Service Clerk. Mrs. Rosmarin does an exceptional job, and she trained two new people as Clerk before COVID-19. This is an important position. Mrs. Rosmarin keeps things organized and is an important cog in the wheel, giving direction and recommendations, and he believes the money would be well spent and it is wise for Council to consider paying her a stipend.

In response to a question from Mr. O'Donnell, HR Director Siwierka stated there are currently no administrative employees compensated on a range basis. Mr. O'Donnell stated he felt that until the findings from the salary study are reported, a stipend would be the best way to proceed.

In response to Mrs. Fenderbosch, Acting Chief Utilities Executive Munro stated that Avon Lake Regional Water has pay ranges for positions but not stipends.

In response to a question from Mr. Kos, Chair Zuber stated that addressing a stipend for Mrs. Rosmarin regarding compensation for Civil Service Clerk duties would probably be presented at the December 21<sup>st</sup> City Council meeting, becoming effective January 1, 2021.

Motion: Mr. O'Donnell made a motion for a stipend to be paid to the Clerk of Council regarding the duties she performs for the Civil Service Commission, and for the stipend to be \$8,000. A pay range may be established later based on the results of the salary study. Mr. Kos seconded. Motion passed: 3-0.

Community Relations Board

Chair Zuber announced the City is in receipt of five letters of interest to fill the vacancies for residents on the Community Relations Board. There was discussion regarding who should conduct interviews to fill the positions; possibly the whole committee, or just two or three committee members.

Mr. Kos stated that because five people have applied, all candidates should be interviewed. Chair Zuber stated that as the Human Resource Committee Chair, he felt he should be one of the interviewers. Mr. Kos stated he did not believe every committee member needed to conduct the interviews; perhaps choosing one or two members of the committee to join Chair Zuber would be sufficient (Law, Finance or HR Director). Mr. O'Donnell was in agreement. Chair Zuber stated that he would get feedback from HR Director Siwierka about participating as an interviewer with Chair Zuber.

HR Director Siwierka requested a copy of the resumes received. Chair Zuber stated that the Clerk of Council had them and would give her copies.

\$15 Minimum Wage

Chair Zuber reported that the minimum wage is expected to be raised to \$15 an hour. He wants a study done to see the impact such an increase would have on salaries for the City of Avon Lake. Finance Director Presley stated there are three people at the pool that are over \$15/hour out of approximately 25 potential employees. Chair Zuber said he will send out an inquiry to Department Heads, including Avon Lake Regional Water, to see the projected cost increase. This would include full-time, part-time, and part-time seasonal employees. Residents should be informed if this would increase the cost of pool operation.

In response to Mr. Kos, HR Director Siwierka stated that the State of Ohio has not made any changes in minimum wage for 2021. The current set minimum wage is \$8.80.

Leadman Promotion

Chair Zuber announced that interviews are being conducted for the Leadman position in the Public Works Department. HR Director Siwierka stated that Les Ahrens is retiring from the Public Works Department, with his last day being December 31, 2020. He will actually be on the payroll until early February. Twelve interested candidates were interviewed by the Public Works Director, Assistant Public Works Director, and the HR Director. There was a set of standard questions and individual scoring, which led to a group of four top-scoring candidates to be interviewed December 16 by a second panel of interviewers. After looking at those scores, one candidate will be chosen, and legislation will be prepared.

Salary Study

As reported by HR Director Siwierka, the salary study for the City is almost completed. Chair Zuber stated that he has seen some of the preliminary numbers, and there will be one or two presentations set up with the company and small groups to obtain feedback with discussion of the study results in January. These discussions may be in a committee meeting or work session, or both.

HR Director Siwierka received an email from the company, who reported they were finalizing the report, and are ready to schedule a presentation. She suggested taking two steps in the process: 1) an internal review; and 2) an external review with the company explaining the process they use to arrive at the numbers, the statistics used, the reliability of the information, etc.

Action: HR Director Siwierka will wait for direction from the Human Resources Committee or Council President O'Donnell. A tentative work session of January 11, 2021 was agreed.

Finance Director Presley – Retirement and Rehiring

Chair Zuber announced that as a result of previous discussions with the Administration and all members of Council, Finance Director Presley will be retiring at year end and will be rehired as Finance Director by the City effective January 1, 2021 for the remainder of Mayor Zilka's term. Finance Director Presley has requested the legislation to be presented and passed at tonight's City Council meeting.

There was discussion by the HR Committee, with members expressing the expertise and superior handling of the City's finances by Finance Director Presley, and resounding support was voiced for retaining Mr. Presley in the position of Finance Director for the next three years.

Mayor Zilka said Finance Director Presley has a great deal of knowledge and experience in the City of Avon Lake and State of Ohio in terms of finance directing. He serves on the RITA Board, which keeps the City apprised of current policies and programs established by that body. He highly recommends the re-hiring Mr. Presley.

Chair Zuber stated that he will give Clerk of Council Rosmarin all of the particulars for dollar amounts and dates, and this will be on tonight's agenda at the City Council meeting if the legislation can be prepared in time.

Motion: Chair Zuber made a motion to add legislation for tonight's City Council Meeting to rehire the Finance Director at the present salary, effective January 1, 2021, for a three-year term. Seconded by Mr. O'Donnell. Motion passed: 3-0.

Deputy Zoning and Property Maintenance Coordinator

Chair Zuber explained that the draft job description for the Deputy Zoning and Property Maintenance Coordinator position has been prepared and legislation will be prepared for the first reading at the Collective Committee Meeting and City Council Meeting on December 21<sup>st</sup>.

Mr. O'Donnell expressed appreciation on behalf of the Business Navigation Committee Ad Hoc to have this job description moved forward.

HR Director Siwierka distributed copies of the draft job description. There is no salary assigned at this point. The salary rate will be determined after the results are presented with regard to the salary study. Chair Zuber stated the first reading will be December 21<sup>st</sup> and the third reading on January 25, 2021; however, interviews can begin before that date.

Adjournment: 6:20 P.M.

Submitted by: K. C. Zuber, Human Resources Committee Chair