HR Committee Meeting
9-14-2026 5:00 p.m. Village Hall

Attendance was noted for the record; Chair member Berger, Bell, Fiscal Officer, Police Chief
Council member Rensel absent.

- The August 17, 2026 minutes were approved - The motion was moved, seconded, and approved unanimously by voice vote.

Council Retreat set for November 7, 2026 at 8:00 a.m.

- A speaker has been identified for the retreat.
- Topics have been provided to the speaker for coverage.
- Berger - Hold a Zoom meeting with the speaker to discuss exactly what should be covered - Week of September 21, 2026.
- Rensel has been coordinating the speaker-related arrangements.
- Berger stated that no work had yet been done regarding refreshments or similar logistical items and can be discussed at the October meeting. He did not expect anything significant to come from the refreshments/logistics discussion.

There was no update on the Mayor's situation with employees because the Mayor did not respond to outreach.

- Because there was no response from the Mayor, the management development program remained on hold until the committee determines what can be done to assist the Mayor.
- Berger asked for comments regarding department head coordination.

Berger made a motion to enter executive session to discuss the employment of a public official under ORC 121.22(g)(1) at 5:03 p.m. seconded by Bell. Roll call, ayes, all. Motion carried.

The committee reconvened at 5:35 p.m.

Berger made a motion to enter another executive session to discuss the employment of a public official under ORC 121.22(g)(1) at 5:36 p.m. seconded by Bell. Roll call, ayes, all. Motion carried.

The meeting returned from executive session at 5:43 p.m.

- The Chief reported that police staffing is complete, with one remaining swearing-in scheduled for the next council meeting. The full-time officer to be sworn in is Vince Valerio. The department is currently at 100% staffing. The Chief noted that Steve Brown will be leaving in the near future due to retirement and relocation to North Carolina. Tom Rovniak will essentially take Steve Brown's position.
- The safety compliance officer issue remains unresolved and was left in flux for the time being.
- The employee recognition event is scheduled for October 9, 2026, at 11:30 a.m. Berger stated that he does not yet have an agenda for the event. The Fiscal Officer explained that these events do not usually have a formal agenda. The event typically includes a meal.
- Dennis Galicki has been invited and will receive appreciation for his time served on Council.
- Berger stated that it would be appropriate for the Mayor to express his thoughts at the event. If the Mayor wants anyone else to speak, the Mayor should make those arrangements. Berger emphasized that he wants to avoid attendees arriving and asking why they are there; he wants the event plan to be under control.
- Department job descriptions were distributed as samples with employee edits, ORC-required duties, and proposed changes for committee review before the October meeting.

- The Fiscal Officer explained that the job descriptions distributed to the committee are drafts. Employees reviewed the descriptions and made changes, which are shown in red. The Fiscal Officer did not thoroughly review the Chief's job description because the Chief had already gone over it.
- The Fiscal Officer offered a suggestion that all department heads attend every meeting. A lot of information is reviewed at these meetings and it would be beneficial both to the DH and the elected officials to be together for discussions.
- For the Fiscal Officer's own job description, she added notes about duties she has taken on over the years that were not in the original description. She also added information because portions of her job are governed by the Ohio Revised Code. She identified which duties are requirements of the Village and which are requirements of the ORC.
- Bell noted a terminology change in the Police Chief job requirements from "Taser" to "Conducted Energy Weapon."
- Berger said the committee needs to review the job descriptions and come back at the October meeting with changes and recommendations so the process can move forward.
- SERB data and insurance renewal rates will be considered when determining 2027 pay increases. Current SERB data average is 3% to 3.6%.
- The Fiscal Officer stated that all employees have received the FormFire link. The deadline to complete FormFire is September 18, 2026. As of the meeting date, a few employees had not completed it, and the Fiscal Officer said they would work to get those completed.
- The Building Department arrangement is working well, improving safety, productivity, collaboration, and operational efficiency.
- The Fiscal Officer said daytime operations have improved because she is no longer by herself and staff can bounce ideas off each other, which is helpful for everyone. The Chief described it as a great project and said the streamlining and efficiency align with what they strive for.

The meeting was adjourned at 5:51 PM after Berger thanked participants for their efforts.