

Personnel and Finance

Date: 10-4-2022

Time: 6:00pm

Members Present: Daniel Angel (Councilman and Chair), Laura Meyer (Councilwoman), Carol Bailey (Mayor), Robert Schacht (BPA) and Sarah Dyer (Fiscal Officer joined at 6:11pm)

Guest: Sue Rahe (Council President) and Eric Campbell (Zoning Inspector)

Topics:

1. Handbook: Credit Card Policy
 - a. Councilman Angel was assigned the task of reading through the Credit Card Policy to determine if any amendments were warranted.
 - b. Councilman Angel stated that he did not find any issues with the current language.
 - c. Councilman Angel reminded the committee that the Credit Card Policy needs to be removed from the Village Handbook and be adopted as a stand-alone Village policy.
2. Handbook: Holiday Pay
 - a. Councilman Angel stated he liked the suggested language put forth by Councilwoman Meyer which reads:
 - i. (B) In the event that any of the aforesaid holidays shall fall on Saturday, the Friday immediately preceding shall be observed as the holiday.
 - ii. (C) In the event that any of the aforesaid holidays shall fall on Sunday, the Monday immediately succeeding shall be observed as the holiday.
 - b. Councilman Angel thought this changed added clarification.
 - c. Councilman Angel did not think any other changes were warranted to the remaining portions of the policy.
3. Handbook: Travel
 - a. Councilman Angel pointed out a typo within this policy. There is a “comma” where a “period” should be.

- b. Councilman Angel stated there may be more talk about this policy in future meetings but saw no need to make any changes.
4. Handbook: Section 23 Performance Evaluations
- a. Councilman Angel pointed out these are not being done, nor have they been done as far as he is aware.
 - b. Councilman Angel suggests the Village either removes the process from the Village Handbook or make a good faith effort to conduct Performance Evaluations yearly.
 - c. Councilwoman Meyer made the suggest that we add a form that the employees can give feedback to the Council concerning their view of the former year. This could replace the current policy and be more beneficial to the Council and employees.
 - d. The Committee will discuss more on this at a later date.
5. Handbook: Comp-Time
- a. Mr. Schacht stated that whatever the end product is, we should use “bullet points” to make the policy easier to read.
 - b. Mr. Schacht also talked about the concern of how Comp-time is approved and process.
 - i. He stated that BPA does not discuss Comp-time and as far as he knows, the BPA is unaware of when employees use Comp-time.
 - ii. Ms. Dyer shared that she could share a report with BPA to inform them more often.
 - c. Councilwoman Meyer suggested updating the page numbers in the Handbook.
 - d. Councilwoman Meyer suggested the language should be updated to include the Mayor and/or Personnel Chair or Mayor and/or BPA approves Comp-time before it is taken.
6. Handbook: Overtime
- a. Councilwoman Meyer suggested adding the ORC and FLA language.
7. Ms. Dyer mentioned that an ordinance will be on the table tonight needed to cover overtime payroll.

Adjourned at 6:57pm

