
COUNCIL PROCEEDINGS

VILLAGE OF GEORGETOWN, OHIO

MINUTES

Human Resources Committee Meeting Village of Georgetown March 12, 2020

The Village of Georgetown Human Resources Committee convened in regular session on Thursday, March 12, 2020 from 3:00 p.m. until 5:07 p.m. in the Georgetown Municipal Building, Council Chambers. Chairperson Kelly Cornette called the meeting to order with the following council members present: Councilmember Buddy Coburn and Councilmember Andy Clift. Employees present: Mayor Dale Cahall, Administrator Tyler Thompson, Fiscal Officer Natalie Newberry and Police Chief Robert Freeland (arrived at 4:00 p.m.).

GENERAL BUSINESS:

The minutes of the scheduled Human Resources Committee meeting held on February 25, 2020 were reviewed. Councilmember Clift made a motion to approve the minutes with a second from Councilmember Coburn. With no objections motion carried.

Implementing a Council Code of Conduct was brought to the table. Councilmember Clift went over the updated draft noting that the ORC language regarding executive sessions was added on page six. It was discussed that the language mentioning that the Mayor was over all emergency services personnel and the administrator over all other employees needed to be added to the bottom of page four. It was the consensus of the committee to have Councilmember Clift update the draft so a final version and resolution could be distributed at tonight's Council meeting.

Updating the current pay scale was brought to the table for discussion. Administrator Thompson presented a salary survey with a minimum and maximum salary range for each job title within the Village; as well as where he thought employees would fit into the newly proposed ranges. It was Administrator Thompson recommended that the ranges get reviewed at a minimum of every two years and that a cost of living adjustment raise be tied to a state or federally recognized index. Discussion held on the importance of consistency in terms of reviewing the scale and how raises would be handled in future years. Administrator Thompson has spoken with the supervisors regarding the proposed pay scale ranges and that employees at the maximum pay range would receive a lump sum bonus in lieu of any raises except when it came to incentive pay for obtaining a license that is needed for their job. Discussion held. Councilmember Cornette brought the topic of adding part-time positions to the pay scale with the same pay ranges as the full-time positions.

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Discussion held on implementing the proposed scale with the addition of part-time positions. After input of the different job requirements between full and part-time officers from Chief Freeland and further discussion by the committee they agreed to add the part-time police officers at a range of \$17.25-\$22.00 and do away with the two hundred hours step increases. It was also the conclusion of the committee to add all part time positions to the proposed scale and bring legislation back to the next Council meeting for Council's approval.

The topic of updating and reviewing the Village's job descriptions and benefits was brought to the table. Discussion held that the current personnel manual has very broad job descriptions and was written before full-time and part-time staffing in the Fire-EMS department. It was the consensus of the committee to have Administrator Thompson and Fiscal Officer Newberry to find a date for a future meeting to start reviewing job descriptions prior to reviewing the benefits package for Village employees.

ANNOUNCEMENTS:

The committee did not set a meeting at this time. Meeting adjourned.



Georgetown Mayor



Georgetown Fiscal Officer