MINUTES OF RAVENNA CITY PERSONNEL COMMITTEE MEETING January 17, 2012

The January 17, 2012 meeting of the Ravenna City Personnel Committee was called to order at 7:12 P.M., by Chairperson, Amy Michael. In attendance were Sharon Spencer, Fred Berry, Frank Seman, Bruce Ribelin Jack Ferguson and Fran Ricciardi. Also attending the meeting were Mayor Bica; Kelly Engelhart, Bob Finney, Kim Cecora and Bob Wain. Also in attendance was Donna Swigart of 528 East Riddle Avenue, Ravenna.

Ms. Michael said the first item on the agenda is the Personnel Policy and Procedure Manual.

Mr. Cecora said last year the manual was distributed last year. One of the things they have really been remiss in is monitoring it on an annual basis to make sure that it is fresh and consistent with the policies and somewhat overlapping with the payroll ordinance. He would like to make it abundantly clear that the items in the policy and procedure manual do not address wages, ranges, steps. It is really a payroll procedural process. It addresses things like cell phone policies, travel policies, internet policies. The reason this came up was that the travel policy has been that the city will reimburse meals and tip up to 15%. That went out in the mid-nineties. It's now 20% and he would like to amend that so that the city and everybody is abundantly aware that it's okay that if someone is traveling to a conference and the gratuity is 20%, they won't find that unreasonable.

Mr. Cecora went on to say there were a couple of other inconsistencies. One of those was the records policy. It state in the records policy that the first 25 copies are free; after that it isn't. The way Mr. Downes wrote it, it was disclaimed with "as determined by the city". There are more "mays" than there are "shalls". It's an open ended, free flowing document. There were some hours of operation that were stale and just a few other things. What he would like to do is each January, take a look at it, see what they need to do to it; if there are no changes, then they will be none. But much like they do the income tax distribution, payroll ordinance, at least get a fresh copy to the clerk who can distribute an electronic version and they will update and republish it the next year. If there is a material change in any policy, he will let them all know. Mr. Cecora said that he'll clean it up and get the final version to the clerk.

Ms. Michael said the next item is the IT technician position. This position would be a fulltime position to be created. It would be in partnership with the Ravenna School System. They would share the expense on this individual. The time would be split between the two entities. This person would aid with Mr. Wain in the IT area. There are things right now that he is not able to get done with just one person. Also, the school system is apparently behind on their IT issues and needs the additional help. It's a collaboration of the two. How she understood it, this individual would be under the city's healthcare.

Mayor Bica said this would be a fulltime city employee. They would basically split the cost, divide up what the total cost is.

Ms. Michael noted that this is not going to be all from the general fund. It is from multiple funds which is lessening the amount coming from the general fund. She asked if the city has a contract with the school of them using this individual for any period of time.

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Mayor Bica said he thinks that is how they want to structure it. It may be at some point in time, that Mr. Wain feels that this person needs to become a fulltime-fulltime person for the city. He thinks that really is up to them at some point. They were approached today from the city of Kent, also, about splitting this individual so they have two players who are interested in splitting the cost of a person. The problem is, it is very difficult, if not impossible, to find a really good, qualified, part-time employee in IT. They can find highly qualified fulltime employees and that's the struggle they have so they feel that it's best if they hire a Ravenna employee, a fulltime IT person and then they are subcontracted or time split with another governmental agency.

Mr. Ricciardi asked how many hours they think the city will need this person.

Mr. Wain said it fluctuates throughout the year, depending upon the projects he has going, he may have nothing in a month. But right now, at the beginning of the year, he has an entire annex full of computers he has to deploy so they'd be used heavily. He really couldn't put an actual time on it. He thinks over a year's period, it would work out to be an even split; 50/50 on the time between the two.

Mr. Ricciardi asked what if Kent becomes involved as suggested by the mayor.

Mayor Bica said that the school system has first dibs on this position. It was just ironic that Kent also approached them today. The school system is the priority right now.

Ms. Michael asked what happens after this contract is up.

Mayor Bica said he would think they would want at least a three year contract.

Ms. Michael asked if that funding goes away and the city is not financially where they need to be, then what do they do?

Mayor Bica said that he thinks they would look around first; does the position warrant a fulltime position here? Do they want to split it with somebody else or do they drop the hours down.

Mr. Ricciardi said they would presumably pay this person and then reimbursed by the school.

Mayor Bica said the city would charge a flat fee that would be the amortization of the full cost divided by two.

Mr. Ricciardi asked if that is regardless of how many hours the school would use that person.

Mayor Bica said it would be an hourly rate. Say Kent uses this person for 30 hours one week because Mr. Wain doesn't need him, then maybe charge for 30 hours.

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Mr. Cecora said that would include all roll ups and healthcare.

Mr. Ricciardi said conversely if they use this person for ten hours, they only get paid for ten.

Mayor Bica said it might end up be \$80.00 to \$100.00 an hour. He doesn't know what it's going to come out to. It might be steep but it is a fixed cost and the advantage to the school system is that the technician would not be on their payroll.

Mr. Ricciardi asked if there is a figure in mind in terms of hiring this individual.

Mayor Bica said he was thinking between \$45,000.00 and \$50,000.00.

Mr. Cecora said that he plugged in \$50,000.00 with rollups, nominal healthcare. He doesn't know how it's going to work because there is a claims exposure there; that will have to be negotiated and certainly have to be increased to compensate for enough claims exposure, that brings the total to about \$70,000.00.

Mr. Ricciardi asked how much of that would be attributed to the general fund.

Mr. Cecora said that assuming it would be \$70,000.00, \$32,500.00 would be the gross for each entity with all of the rollups. General Fund right now, 76% of the entire IT function goes general fund. That comes to about \$26,000.00.

Mayor Bica said it is basically split between terminals. If you have ten terminals, you are charged for ten; if you have 20, you are charged for 20 terminals. The majority of the terminals are within the general fund but yet it is spread across the entire city.

Mr. Ricciardi said that begs the question, are they cutting peoples' hours that come out of the general fund, cut their pay and now they are being asked for hire somebody for \$26,000.00 coming out of the general fund.

Mr. Berry asked if they didn't already approve this some time ago.

Mayor Bica said there is already money budgeted in the range of roughly \$18,000.00 to \$20,000.00 per year that they have been budgeting since 2010.

Ms. Michael asked why they have to start out with such a high amount.

Mayor Bica responded that they don't. They're just picking this number. They need to look at the market. He has a spreadsheet from the surrounding communities and what they are paying their IT individuals.

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Mr. Cecora said that this doesn't even mean it's going to be even. When you look at it and talking about it, he just grossed it up to \$70,000.00 with everything. Who knows. He plugged in \$11,500.00 per year which is the average for the cost of healthcare per head. They may wish to increase that and recoup the costs right there.

Mayor Bica said that if they choose to take this on, they would get the job description, pay rates, etc., with all of the rollups so they have a gross number to talk about. Then they can see the distribution.

Mr. Cecora said \$70,500.00 over 2080 hours, with everything inclusive is \$33.89 per hour.

Mayor Bica said that they can charge \$50.00 an hour.

Mr. Berry asked if the city of Ravenna has first priority, if there is a need at the school.

Mayor Bica said that's why he wants this person to be a city of Ravenna employee. So that they have priority over anybody else. If the school system calls and says they have a disaster; this is Mr. Wain's employee, but he would think they would share that person back and forth but the city would certainly have the priority.

Mr. Cecora said that if you were to charge \$45.00 an hour, you would be charging out for 1040 hours or half the 2080 at \$12.00 an hour, it's more equal to \$12,500.00. You just recouped the cost plus. Again, you have healthcare exposure you have to look at particularly if they are footing the bill on a spec. violation. At least they would cover that cost coming back in.

Mr. Berry noted Mr. Wain will have more responsibility now; what will this do to his cost. He will have an employee who he has to supervise. So that is more responsibility for him.

Mayor Bica said that it is more responsibility but in the long run, this should help him in better planning, etc. He is the only person that touches every single department in this city, including council members. When he is bogged down, everybody is bogged down. It's a ripple effect.

Ms. Michael asked if he would be in charge of reviewing this person.

Mayor Bica responded in the affirmative. He is already a director. He is a direct report to the mayor. He's saying they are going to hire someone with some savvy, not an entry level person, who is going to report to Bob Wain who can assign tasks to this person to offload some of his burden so that he can go on to some of the bigger projects.

Ms. Spencer asked Mr. Wain what his expectations are for this person and how does he think it's going to help him.

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Mr. Wain said probably, hands down, the biggest issue he faces isn't really so much with the volume of work, it's the prioritization of the work. Everybody wants help and they want it now. They don't like to be told to wait a day or hours or whatever until he can take care of the project at hand. He thinks the biggest help this person would be is that he'll have someone who can take care of whatever that need is in a faster pace. The other help would be, like right now, rolling up the annex computers. He has 13 computers he has to deploy. They have to be loaded, configured, go out and be put in. Someone has to stay in that department to make sure everybody is up and running. Today was a prime example. He's trying to get the locks set up at the Street garage. He just drove over there to do some setup and he got a call from city hall that the internet was down. He had to pack up and come back over. That would be the biggest help, to be able to call someone and ask them to look why the internet is down, etc. The other thing is, he hasn't had a vacation in 13 years. He has literally been on call 24/7 for 13 straight years. Hands down, he has not had a vacation where he has not had to break away at some point and remote into a server here or handle a help desk call on the phone. That's the other part. Right now, if he needs someone hands on here, he calls Hardparts and asks them to look at the server room and what he needs them to do. Most of the stuff he can do remotely but sometimes you need a hands on person. There are a million uses. Probably the biggest impact would be the help desk as far as getting some of the things that aren't life and death right now but to that user, it is life and death.

Ms. Spencer said that she knows for a long time his plate has been way overfull.

Mayor Bica said that from an administrator's perspective that they aren't focusing on, is the big picture things. Mr. Wain needs to be investigating the new phone systems. There are five different phone systems. They need to be investigating hooking up all or the connectivity of all of the video networking. The locks he's working on right now, they want to migrate everything over to electronic locks. These are big picture items. The software for RecWare needs a re-evaluation. These big pictures they aren't touching right now because he is dealing with the day to day minutia that they could offload to someone else. The other thing is, too, is if Mr. Wain gets hit by a bus tomorrow, we are done. There is no contingency plan. He thinks that is a severe issue for the city.

Mr. Seman asked who is going to hire this person.

Mayor Bica said that the idea would be that Bob Wain and Steve from the Ravenna Schools would do the hiring.

Mr. Seman said that he thought the school's need was somebody who could teach it to the teachers because Steve doesn't do that well.

Mayor Bica said that was a discussion he did have with the superintendent. His concern is being able to relay the information in a manner that teachers can understand. That is on the radar.

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There being no further questions or comments, it was decided by the Committee members that a tracking sheet would be submitted for Finance Committee approval.

Ms. Michael said that the next item for discussion is fill-in secretarial help.

Mr. Finney said that they have used Cindy Kaderle to fill in as needed when Gini Luli would go on vacation or is out of the office. He knows Kay Dubinsky uses her as well. She does very well. She is retired. She is willing to do whatever they have asked her to do. They've gotten behind in their department with filing and miscellaneous secretarial work. He's requesting they appropriate funding for 400 hours of work throughout the year, on an as needed basis. That is a total of \$4,720.00, split between the four funds. It was primarily meant for her to be here when someone is on vacation. There is a contract with her as such. There would be an additional contract with her stating she would perform additional work other than just covering for vacations.

Ms. Engelhart said that what has really happened is that with bringing the building department up with the rental inspections and rental registrations is that there has been an enormous amount of work that they see going away once the Sundance system is up and running because the inspectors can do a lot of that data entry themselves. They are currently having to put that on paper and it gets sent into the department and then entered into the system. It won't be forever. It's just a matter of trying to get everything managed again.

Ms. Michael said that a lot of these were cost savings measures a few years ago, things that were cut. Now it seems with the merging of these departments, those costs are going back up.

Mayor Bica said the reason behind this is that they are actually doing inspections now. It's caused such a bottleneck because they are trying to get caught up with inspections so they have some semblance of order that they are buried. They can continue to go on as they are now and it's just going to bottleneck even more. This suggestion is to use this person on a temporary basis to try to unbury them with the inspection issues. They are also hoping the software will correct this paperwork trail that is going on right now.

Ms. Michael said she's not saying the need isn't there but tonight, how much did they spend out of the General Fund already. It seems like every week, there is more money coming out. She does understand that they have a lot going on there. She is just concerned about where all this money is going to come from.

Mayor Bica said that from an operational perspective, they are certainly much more efficient and they are trying to balance out where these resources are needed.

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There being no further questions or comments, it was decided by the Committee members that a tracking sheet would be submitted for Finance Committee approval.

There being no further business before the Committee, the meeting adjourned at 7:37 P.M.

ATTEST:	
Clerk of Council	Amy Michael, Chairperson
	Personnel Committee