

**SPECIAL REVIEW & OVERSIGHT COMMITTEE MINUTES  
NOVEMBER 17, 2010**

The meeting of the Special Review & Oversight Committee was held on November 17, 2010, at North Royalton City Hall, 13834 Ridge Road. The meeting was called to order at 6:35 p.m.

Present: Members: Chair Vince Gentile, Vice Chair Dan Kasaris, Don Willey; Council: Larry Antoskiewicz; Administration: Mayor Robert Stefanik; Others: Don Harris, Mike Farrell, Nick Cinquepalmi.

**APPROVAL OF MINUTES**

Moved by Mr. Willey, seconded by Mr. Kasaris to **approve the September 21, 2010 Minutes**. Yeas: 3. Nays: 0.  
**Motion carried.**

**NEW BUSINESS**

1. **Ordinance 10-128 –Amending Ordinance 07-125, establishing rates of compensation for the City of North Royalton non-union employees for the calendar years 2007, 2008 and 2009**

Mr. Gentile said the Human Resources proposed changes that amend Ordinance 07-125 take this position from an hourly position to a salary position. Mr. Kasaris asked Mr. Kelly if this is permissible. Mr. Kelly said it is not only permissible, but something that should have been done this way from the beginning. He said the Department of Labor sets the standards for managerial vs. hourly positions and they do this to protect the hourly workers.

Mr. Kelly said in this instance the Human Resources Coordinator exercises a great deal of discretion. He said he supervises our Worker's Compensation Program, Safety Program and the healthcare initiative along with other duties. He said the question, therefore is what is the correct categorization of this position.

Mr. Kasaris asked if there are any issues with Federal Labor Laws if we move him to a salaried position. Mr. Kelly said none that he is aware of.

Mr. Kasaris reviewed the job description and asked for clarification on one of the items that was added to the job description which states "promotional success of the City of North Royalton". Mr. Kelly said he is not aware of anyone who is limited to exactly what their job description states. He said employees are part of a team and as part of a team employees have to do what needs to be done. He said he believes this part of the Human Resources job description should be part of every employee's job description. Mr. Kasaris said this was not in the original job description. Mr. Kelly said it should have been and it is now. Mr. Willey said this is not something that is uncommon in a job description. Mr. Kasaris asked if this is in all non-chartered job descriptions. Mr. Kelly said it should be universal for all non-chartered, non-union positions and if it is not, it will be added.

Mr. Gentile said this position tips the scales of compensation on the high end of what public and private sectors are paying for this position. Mayor Stefanik said this position will be taking care of central purchasing in the future as well as taking care of contracts for copy machines, phone systems, etc. He said this is a straight-forward piece of legislation and asked the committee to either recommend it to Council or not recommend it and move on. He said we cannot be so specific for every person that works for the city. He said employees need to have the flexibility to do something other than what is in their job description if we want the city to move forward.

Mr. Kasaris said this position pays a higher salary than that of some of the department heads. Mayor Stefanik said he feels this position is underpaid. Mr. Kasaris said he disagrees and said he feels this position is overpaid. He said the job description states that the person in this position has to have five years experience and a bachelor's degree. Mr. Kasaris said Mr. Jones does not have either one of these qualifications. Mr. Kelly said the question is whether Council wants to pay Mr. Jones salary or hourly.

Mr. Harris asked what the Human Resources position currently pays. Mr. Gentile said \$68,000 plus benefits. Mr. Harris asked what Human Resources salaries are for other companies. Mr. Gentile said they range from

high 40's to mid 50's. Mr. Antoskiewicz asked what the duties are for these positions. Mr. Gentile read some of the job descriptions from other companies which included duties such as advising management of personnel policy, actively recruit employees, regular interaction with all staff at all levels, resolve employee relation issues, etc.

Mr. Willey said he supports having a Human Resources position in the city.

Mr. Gentile asked Mr. Kelly if the city has an employee policy manual. Mr. Kelly said we have a draft of this manual but the finalized version is not ready yet. He said Mr. Jones has been the lead person on this project.

Mr. Gentile said he is concerned about the pay for this position as he feels it is a little high. He said he realizes that is not the issue here. He said the issue is the job description and the conversion from hourly to salary and its compliance under the Federal Labor Laws. Mr. Gentile asked Mr. Kelly if Mr. Jones will be handling all of the Worker's Compensation issues. Mr. Kelly said he and Ms. Vozar handle this together.

Mr. Kasaris asked who would handle unemployment claims. Mr. Kelly said Ms. Vozar would handle this. Mr. Willey asked who handles the initial contact associated with an unemployment claim. Mr. Kelly said this would come through the Finance Department then be sent to the Law Department for review.

Mr. Farrell asked how many hours of overtime were incurred with this position in the past calendar year. Mr. Kelly said it was 20 hours but it converts to 30 hours. He said a large amount of the overtime was due to the work at the Avalon Center. He said this was not part of his job description but there was no one else that was able to do the work. Mr. Farrell said if he was the manager involved with this position he believes this position should be salary. Mr. Gentile said if this position is incurring overtime it should be salary. He asked if there would be any comp time involved with this position. Mayor Stefanik said no. Mr. Kasaris asked about flex time. Mayor Stefanik said there will not be any flex time either.

Mr. Gentile said this is one of the positions that Council does not hear from. He said beginning next year he would like to receive an update from the Human Resources Department at one of the committee meetings. He said he would like to know the status of the employee policy handbook, central purchasing and receive an update on the Worker's Compensation and how much we are spending on this. Mr. Gentile suggested this update be given at the Finance Committee meeting. Mr. Kelly asked how frequently the committee would like this update. Mr. Gentile suggested receiving an update each month. Mr. Kelly said he will ask Mr. Jones to put together some information for Council to bring them up to date on the issues noted above.

Mr. Kasaris said he feels it makes sense to make this position a salary position and said he also agrees that this position should be the Central Purchasing Agent for the city.

Moved by Mr. Kasaris, seconded by Mr. Willey to **make a recommendation to Council for passage of Ordinance 10-128**. Yeas: 3. Nays: 0. **Motion carried.**

#### **ADJOURNMENT**

Moved by Mr. Kasaris, seconded by Mr. Willey to **adjourn the meeting**. Yeas: 3. Nays: 0. **Motion carried.**

Meeting adjourned at 7:09 p.m.