Special Beavercreek Trustee's Meeting

Tuesday, October 21, 2014

Ms. Graff called the Special Trustee Meeting to order at 9:05 A.M. Those present were Trustees: Carol Graff, Dan Paxson, and Tom Kretz. Fiscal Officer, Christy Ahrens and Legal Advisor Dawn Frick were also present. Staff present: Township Administrator Alex Zaharieff and HR Manager Trish Gustafson. Dr. Melissa Gruys from Gruys Consulting, LLC was also present.

The Purpose of this Special Meeting is to meet in Open Session to review and discuss the draft report of a Human Resource Performance Audit that has been conducted within Beavercreek Township.

Dr. Gruys explained the background and items requested from the township for the HR Audit. Discussion occurred regarding HR review recommendations such as: consistency in policies; operational authority to the TA; and greater HR manager involvement with HR functions. General discussion occurred: if there is a policy it needs to be applied; and let the TA manage the township without interference from elected officials. Discussion occurred regarding the Township Handbook regarding: specific recommendations; inconsistencies; and that moving forward the Handbook needs to have policies numbered so that changes can be made to policies only and so the whole Handbook does not need to be changed. Ms. Graff suggested it follow the example of the Ohio Revised Code by having dates of revision in each section. For the next Handbook revision Dr. Gruys suggests the following process: have HR take suggestions, work with legal, propose to the Trustees, then the Trustees approve or don't approve. Look at it the same way we negotiate the Collective Bargaining contract.

Discussion continued regarding: the handbook (remove forms, policy format, and grievance procedure); home based work policy; record retention and record housing. Discussion occurred regarding an "Other Township Policy Book" for items such as definition of a public record, record retention, etc. It was suggested that staff obtain Ohio Sunshine Law Training as it pertains to records.

Discussion occurred regarding: HR Manager Job Description; full or part-time capacity; professional development and salary comparison. Discussion occurred regarding where Beavercreek Township ranks with other peer townships in regard to salary. Discussion also occurred regarding what credentials were taken into consideration for salary assessment: education, experience, and training? Discussion occurred regarding taking into consideration the total benefits package when working for local government versus private industry.

Discussion occurred regarding Succession Planning: best practices for all departments; tracking of skills; cross training; continuous education and supervisor and management leadership training – many of which our legal firm, Taft and Associates, provides for free to clients.

Brief discussion occurred regarding: proposed Employee Recognition Program and that performance review programs should include every day developmental feedback for employees.

The Township Administrator will draft an Executive Summary listing items to vet through legal counsel; things the Trustees can do on their own; and how to move forward. Mr. Zaharieff stated financial items are top of the list as we need to have 2015 appropriations approved in December. The only financial item from this audit would be training and that if Taft is used it would not need to be budgeted as there is no cost.

Special Beavercreek Trustee's Meeting

Tuesday, October 21, 2014

2014-394 Mr. Paxson made a motion to Adjourn at 11:20 P.M. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____