Special Beavercreek Trustee's Meeting

Monday, April 7, 2014

Ms. Graff called the Special Trustee Meeting to order at 4:01 P.M. Those present were Trustees: Carol Graff, Dan Paxson, and Tom Kretz. Legal Advisor Dawn Frick was also present along with staff members Administrator Alex Zaharieff and Assistant to the Fiscal Officer James V. Barone.

The Purpose of this Special Meeting is to meet in Open Session to discuss, define and draft the scope of an organizational performance audit.

Mr. Kretz began the discussion stating that there are two distinct types of performance audits, one being HR focused and the other being more budgetary focused looking for cost reductions. He believes the Board should be looking at this project from two different tracks, from an HR standpoint what does the Board wish to accomplish? And the second being from fiscal responsibility, the overlap of department structure and an opportunity to reduce costs while also looking at the budgetary performance. He stated he was unsure if the Board should take them both on at the same time.

Mr. Paxson stated that the scope of the original project has changed and that he was not looking for an HR audit as he feels that the benefit package offered to employees is pretty good. He is looking for the work aspect and what is going on in the departments, not necessary the hourly employees, but more the salaried employees and the percentage of work being done as to whether they need to reallocate some of the assignments. He is concerned with the amount of time being spent in communications by a Battalion Chief, all the while still doing the other responsibilities of the Battalion Chief Job, and questions whether it is time to restructure or redesign the work load. He would also like to know what work is going on so that things can be prioritized, and he would also like to know how Beavercreek Township compares to other entities regarding pay and benefits, and feels they need an outside opinion.

Ms. Graff continued and she would like to see someone come in and look at the organizational chart starting with the department heads and then the battalion chiefs which is the second tier and she would also like to include the next tier on the administrative part. She would like the job descriptions looked at and determined if the duties are being performed and what other duties not listed on the job descriptions are being performed, and also whether those are the jobs that should be done. She would also like the salary schedules looked at and some comparables done with other communities performing the same level of service.

Discussion continued with the Board members and there was the same underlying tone to what they would like to see from the project. Mr. Kretz asked what the overarching goal is to be, is it to get the same amount of work done for less money without reducing the quality of the services that are provided and also without driving the people away? He went on to state that the number one goal should be to reduce costs without reducing the quality of service.

Mr. Kretz helped to summarize and define what was being said, by stating what is the function of each department, and what does each position within that department do to support that department as well as what each position is doing to support other departments. He added that it should also include some type of time study to determine what percentage of any position that is split between more than one role, and also to determine if you have the right person doing the job.

The Board determined it was necessary to get a departmental level break down of each position, the pay scale within that position, the hours that the person works on a regular basis as well as an exception basis and what departments do they report to. They would like to see a department level matrix which should also

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include the Fire Department and what other responsibilities other than fire fighting and EMS does any individual working for that department have.

The Board would like to then use that information to begin making assessments on the amount of time and the resources it is costing.

Mr. Kretz stated that a lot of this can be done internally without hiring someone from the outside to do the work. He would like each department to come up with a matrix including each position within that department and whether it is an administrative position and what the primary objective with each job description. It should also include what the primary tasks are within the department as well as tasks that they support other departments within the Township. He went on to add from a fire standpoint, a breakdown of any non fire or EMS related responsibilities that each employee has below the Deputy Chief level.

The matrix should be put together first and then a frame work can be created for the scope of this project, concentrating first on an organizational overview rather than operational.

The Board of Trustees instructed Mr. Zaharieff to have this internal matrix to the Board of Trustees by the Regular Board meeting to be held on May 12, 2014. Mr. Kretz will bring a frame work of the top five objectives to the Board by the April 14, 2014 meeting, and they will all work off that for a final draft to be done by April 28, 2014. The Board of Trustees were all okay with that time frame and plan of action.

Mr. Barone asked Mr. Kretz to please include the Elected Fiscal Officer on any plans or scope of the project as any decisions made for the Fiscal Office need to go through the Elected Fiscal Officer. Mr. Kretz agreed to include Ms. Ahrens in any scope or plans for the project.

2014-141 Mr. Paxson made a motion to Adjourn at 5:16 P.M. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____