Special Beavercreek Trustee's Meeting

Wednesday, October 1, 2014

Ms. Graff called the Special Trustee Meeting to order at 8:32 A.M. Those present were Trustees: Carol Graff, Dan Paxson, and Tom Kretz. Fiscal Officer, Christy Ahrens was also present. Staff present throughout the day include: Township Administrator Alex Zaharieff, HR Manager Trish Gustafson, Zoning Clerk Laurie Brown, IT Manager Jeff Terry, Zoning Administrator/Inspector Ed Amrhein, Road Superintendent Tim Parks, Assistant to the Fiscal Officer James Barone, Fire Chief(s) David VandenBos, Scott Dorsten, and John Mercs. Ryan Williams and Nathan Heister were also in attendance. Consultants from The Novak Consulting Group include: Patty Gentrup, Jonathan Ingram, Neil Cameron, and Haley Kadish.

The Purpose of this Special Meeting is to meet in Open Session to discuss the findings of Performance Audits that have been conducted within Beavercreek Township, and also to meet in Executive Session pursuant to ORC 121.22(G)(1) to consider the appointment, employment, dismissal, and compensation of a public employee.

Ms. Gentrup stated that the Novak Group was here today to go through the goals, observations, and recommendations given to the Trustees from the Novak Group in order to have an open discussion about the township, how it operates, and how its employees are utilized. Many of the recommendations are made on how the Board creates policy, how the Township Administrator (TA) implements what the policy is, and how the TA works with other employees. The Novak Group distributed a draft summary presentation - Beavercreek Township Performance Audit. The summary was the basis for all discussion for the meeting. Each Department Head was present for the discussions concerning their Department.

The morning session of the meeting centered on Township Policy and Organizational Issues. Policy issues suggested were: developing a strategic plan, establishing more financial policies, and creating a compensation philosophy.

Discussion occurred regarding the Administration of the Township. Suggested changes included: making the Township Administrator a full time position and making the position responsible for all administrative functions. Discussion occurred regarding having the Accounts Payable/Payroll employee report to HR and having the part-time receptionist report to the TA – with each position moving to another location outside the Fiscal Office. Discussion occurred regarding budget development and projections. The goal of this is to put the TA in charge of the day to day operations – not the elected officials.

Discussion occurred regarding Human Resources: processing new hires and suggested development of a comprehensive employee relations program.

Discussion occurred regarding Records Management: the need to establish what the rules are and not working around the rules as well as establishing a formal records management policy. Consolidation of all personnel files was suggested.

Discussion occurred regarding Information Technology: suggested one full-time and one part-time position, developing a technology strategic plan, creating a comprehensive list of IT inventory assets, creating service agreements for IT across the departments of the township, the actual number of employees working on IT (1.5 in IT, 1 in Fire), and the possibility of providing IT support to the City of Beavercreek.

Discussion occurred regarding Zoning: revisiting our fee structure, invoicing new developments appropriately, the potential for growth and complaint driven enforcement. Other issues discussed: the Clerk III position becoming more

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Zoning focused, and the Zoning Administrator/Inspector working on revising resolutions for the Overlay District and the Flood Plain. The Novak Group will go back and talk to the Zoning department about the fee structure.
The Trustees realize that the Township is working at minimum employee levels and that they ask for above and beyond from their employees.

Discussion occurred regarding the Road Department: staffing, snow removal structure, outsourcing, levels of service standards, suggestions on how to utilize surplus and fill gaps, implementing fleet cost allocation, and utilizing the City's fueling station. Further discussion occurred regarding cost allocation and the intent of the township to begin this process starting January 2015. Discussion also occurred regarding the service levels impacted due to this a budget allocation. It was suggested that Fleet Max and Firehouse could be used for the whole township to help with integration of the cost allocation plan. Discussion occurred regarding: amending the snow/ice plowing standard and fleet maintenance contracting options.

2014-380 Mr. Kretz made a motion to recess for lunch at 12:30 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-381 Mr. Kretz made a motion to reconvene at 1:30 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Discussion occurred regarding the Fiscal Office; most of the charts from this section had been discussed earlier such as reporting and moving of the Accounts Payable/Payroll and reception employees, budget and forecasting of the TA, and records management. Additional discussion occurred regarding: the township organization chart (the one the township currently has to the one that the Novak Group is proposing), time and attendance software, internal controls, and all suggestions starting with the TA position becoming full-time.

2014-382 Mr. Kretz made a motion to go into Executive Session pursuant to ORC 121.22(G)(1) to consider the compensation of a public employee at 2:42 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-383 Mr. Kretz made a motion to come out of Executive Session at 3:35 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Discussion occurred regarding the Fire Department: staffing of part-time firefighters – financially cost effective but concern at a safety perspective and incentives for part-time firefighters to stay, respirator exam, and coordinating the Fire Department's operating policies and the Township Handbook policies. Discussion occurred regarding: facilities – NFPA response time standards, data screening, verifying the quality of data and the need to have someone, besides the Chief, who knows how to use Firehouse. Discussion occurred regarding identifying errors in the time stamping process and difficulties with outside vendors processing information in order to reflect a more accurate response time. Discussion occurred on establishing a mission/vision for the township. What is the taxpayer getting for its money? Measureable outcomes need to be addressed. How did you make a difference, what do we want to achieve, how do we achieve it? Discussion occurred regarding: false alarms – developing a program, registration and fees. The goal is to encourage people to keep their systems in working order. Brief discussion occurred regarding the high number of invalid assists in EMS. Discussion occurred regarding: mutual aid and vehicle fleet condition and evaluation. Discussion occurred regarding: linking fire projects to the township strategic plan, work on Share Point to link this concept and follow the

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projects, implementing a hard billing policy, developing a comprehensive training program, and creating an inspection schedule.
Discussion continued on Fire regarding: costs and carry over for the department, as well as the additional costs associated with cost allocation in all departments.

General discussion occurred regarding: grammatical errors in the draft report, and the potential use of Go To Meeting and Skype within the township.

Ms. Graff stated she would like to see a comparison of compensation for Department Heads. Ms. Gentrup was reluctant, only because it can be difficult to find jobs that are the same for comparison.

2014-384 Mr. Paxson made a motion to Adjourn at 4:49 P.M. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____