

VILLAGE OF OAKWOOD
COUNCIL FINANCE (BUDGETARY HEARING)
COMMITTEE MEETING MINUTES
September 22, 2020

PRESENT:

Johnnie Warren – Council President
Elaine Gaither- Council at Large
Chris Callender – Ward 1
Eloise Hardin- Ward 2
Patricia Rogers – Ward 4

Brian Thompson- Finance Director
Gary Gottschalk-Mayor*

ABSENT:

Melanie Sanders – Ward 3
* Arrived after roll call

Candace Williams – Ward 5

Warren opened the meeting at 6:05p followed by the pledge of allegiance and attendance.

Council Budget

Thompson: The main topic tonight is a rough draft of the Council and Council Clerk 2021 budget. There will be no raises factored in 2021. Debbie put that together. It does not show history, but this is for discussion. **Clerk:** The only changes in the Clerk's budget is less travel and less education which reflects a difference of -\$1,400.00 for 2021. According to the Council wage ordinance, there are no increases in 2021. For conversation purposes, Brian and I put together a potential line item for a Youth Council Administrative Assistant. I do not want Youth Council to fall to the wayside because I am getting tired. Last year, we had a lot of returning kids with five graduating out. With Covid we are unable to go into the schools to attract students to the program. The other Advisors and I discussed taking this year to re-evaluate the program making it new and more exciting. Eloise and I and anyone else who wishes to attend a meeting October 13th at 9:00am with Dr. Celico, we will present something to her regarding a new vision for the program. A teacher in Heskett and one at the High School receive a stipend to assist with the Youth Council. We thought possibly having the bill/brief portion of the Youth Council be completed via a teacher. This takes up a lot of time in the Youth Council meetings. We would like to implement more into the program such as offering students topics as learning how to write a resume, performing in an interview, other volunteer activities and bringing in different speakers in. Bringing in Engineers, Medical personnel, and other opportunities. The bill/brief work could possibly happen after school and the meetings for extra opportunities. Having someone alongside to facilitate that would be great. It entails a lot of research, running the meetings, etc. We anticipate 10 hours/week potentially at minimum wage. Moving forward, we reduced legal ads for 2021 since Charter Review will not be meeting. Council's potential budget is proposed at \$172,549.19. **Thompson:** You had a reduction of \$2,850 in youth council. **Clerk:** Yes. We also receive reimbursements from Bedford and Bedford Heights in sponsorship of their students. **Warren:** I understand you need help and you have worked late hours. To get a person who could be more engaged with the students will be good. If it is a younger person in college, this could benefit them as well in leadership. **Callender** expressed it would be a good idea. Someone who is closer to the school, an alumni possibly. **Hardin:** I think every idea has a shelf life. Over the years, I watched the program and enjoyed the energy, especially the things Deb has done. I also realize the kids graduated have been with us since seventh grade. It is time for fresh ideas. The concept is great, but we need something new to appeal to the youth. We could benefit by someone closer to the students' ages. **Rogers** asked about a job description. **Clerk:** Yes, thank you, I have a potential job description. **Warren** asked Council to move forward. **Hardin:** I'd like to know from Council a yea or nay before we meet with the meeting with the Superintendent. **Warren** asked Clerk to poll Council. Yes: Warren, Gaither, Callender, Hardin, Rogers. Williams. **Williams** asked about increasing the hourly amount to \$10-\$12/hour. **Warren**

agreed. **Callender:** Some weeks could be 15 hours and others 5 hours. **Thompson:** It would be contingent upon the activities. **Clerk:** If it is a meeting week, it may involve more time and non-meeting weeks could be less. **Hardin:** Can we include a not-to-exceed amount? **Warren:** An average of 10 hours a week. Council agreed. **Callender** suggested a consistent stipend. **Williams:** Could it be either a college student or a teacher? **Council** discussed the hourly range. **Hardin** asked about Tri-C programs available for partnership with this program. **Clerk:** I like the idea of someone younger. **Thompson** asked the Clerk to revisit the new wage to \$10-\$12/hour and incorporate it into a amended preliminary budget. **Warren** asked about the budgetary numbers for this month. **Williams** asked about the potential property purchase. **Thompson:** There has been no movement to date. **Gaither** asked about the proposed budgetary meetings, so we are not going through it in December. I do not want to adopt ¼ budget. **Thompson:** I will have it together before Council and done prior to the holidays. By next Friday I can get the list of meetings to Council.

Job Descriptions

Williams asked if he has had discussions with Dept. Heads regarding their budgets and job descriptions. **Thompson:** They will craft updated job descriptions with their budgets. **Clerk** asked if Council and Mr. Thompson wish to hold the first budgetary hearing October 6th? **Thompson:** I can be prepared to present budgets. **Hardin:** The first Tuesday we will have Human Resource meeting and the second will be the Finance meeting. Is that correct? **Warren:** The Law Director needs to be prepared and to have the job descriptions. **Hardin:** The committee has been reviewing the document in which the Law Director and his office have reviewed the sections reviewing it with the committee. Job descriptions are part of that. We want to continue with that work. We can meet Council-As-A-Whole. **Warren:** The second Tuesday of the month the Human Resources meet. The first Tuesday of the month, we will review the budget. The fourth Tuesday, we will hold the Finance meeting. **Thompson** explained he will have the documents to Council Friday prior to the meeting.

Covid Funds

Hardin asked about Covid funds. **Thompson:** We received an initial amount of \$78,000. We received additional dollars totaling \$117,000. We spent about \$57,000 which is included in the report. Council should have that spreadsheet. All funds were distributed through the County.

Council meetings

Hardin asked to hold the meetings in the Community Center. Debbie had issues hearing our voices. Of the Covid funds can we purchase microphones needed so we can facilitate those meetings. **Thompson** will research for microphones. **Williams** asked if Covid funds can be used for that purpose. **Thompson:** Yes. **Williams:** Those who wish to remain remote can do so. **Warren:** I suggested holding the first meeting remotely and the second in person to review finances. **Williams:** We should have the option to participate the way it works best for us. **Warren:** Ok. Can you facilitate the meeting remotely and others be in person? **Clerk:** We will give it a good College try. Microphones I believe will help. **Thompson** will coordinate with her on that purchase. **Warren:** Due to the pandemic, I am exposed more than the average person since I am on job sites with others who do not wear masks or distance. I go from job site to job site. I rarely see my grandchildren. **Callender** mentioned he works with a lot of individuals daily and coaches in person. There are a lot of chances I can get it as well. There is a lot of opportunity for the two of us to infect someone.

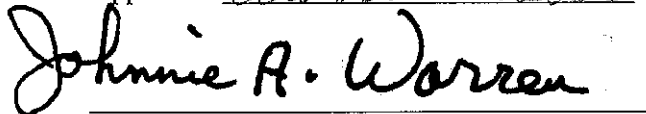
Temperature Kiosks

Hardin asked about the kiosks. **Thompson:** We bought some automated temperature kiosks for all departments. It also keeps an audit log. **Hardin** asked how many were bought. **Thompson:** We bought seven. **Hardin** asked where they are located. **Thompson:** Police, Court, Fire, Council, Building, Service

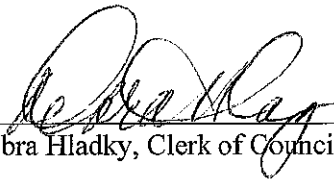
and Finance. **Callender:** The ventilation system may need upgrading in the Community Center.
Thompson: That is a good thought. **Williams** asked about it.

Motion to adjourn made by Rogers seconded by Hardin
6 YES: Warren, Gaither, Callender, Hardin, Rogers, Williams
Meeting adjourned 6:58 pm

Approved: October 13, 2020



Johnnie Warren, President



Debra Hladky, Clerk of Council

OAKWOOD VILLAGE BUDGET 2021
BUDGET DUE ON SEPTEMBER 25, 2020
SUBMIT TO BRIAN THOMPSON, FINANCE DIRECTOR

Preliminary 2021 Budget
 Not yet approved by Council

Account Summary Sheet		DEPARTMENT:		COUNCIL
See addendum attached for Youth Council				
Account Number	Account Title	2019 Budget	2020 Budget	Dollar Change
101.7701.51100	COUNCIL WAGES	78,013.68	78,013.68	\$ -
101.7701.51120	COUNCIL PERS	10,921.91	10,921.91	\$ -
101.7701.51140	COUNCIL MEDICARE	1,400.00	1,400.00	\$ -
101.7701.51150	ADMIN ASSIST (YOUTH CNCL)		7,763.60	\$ 7,763.60
101.7701.52110	PRINTING & REPRODUCTION	3,200.00	3,200.00	\$ -
101.7701.52130	PROFESSIONAL DUES	3,500.00	3,500.00	\$ -
101.7701.52150	MISCELLANEOUS CONTRACTUAL	5,000.00	5,000.00	\$ -
101.7701.52160	CONFERENCE & EDUCATION	9,500.00	9,500.00	\$ -
101.7701.53130	TRAVEL & TRANSPORTATION	31,000.00	31,000.00	\$ -
101.7701.53150	OFFICE SUPPLIES	800.00	800.00	\$ -
101.7701.54110	OTHER EXPENSES	2,000.00	2,000.00	\$ -
101.7701.55110	EQUIPMENT	2,000.00	2,000.00	\$ -
101.7701.57150	LEGAL ADS	7,000.00	4,000.00	\$ (3,000.00)
101.7701.57210	DATA IMAGING			\$ -
101.7701.57300	CODIFICATION	9,000.00	9,000.00	\$ -
101.7701.52190	YOUTH COUNCIL*	7,300.00	4,450.00	\$ (2,850.00)
		\$	\$	\$
Approved by Council _____ - _____-2020		\$ 170,635.59	\$ 172,549.19	\$ 1,913.60
101.7701.57150 Legal Ads decrease - CRC not meeting in 2021				
101.7701.51150 Youth Council Administrative Assistant (Proposed)				
*101.7711.51110 Summer Help Line Item no longer utilized \$3900.00				

COVID-19 RELIEF FUNDS FROM CUYAHOGA COUNTY

DATE RECEIVED	REVENUE ACCOUNT	AMOUNT RECEIVED
6/30/2020	101-1900-42009	\$ 78,062.67
	101-1900-42009	\$ 39,031.34
TOTAL		\$ 117,094.01

EXPENSES

INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	VENDOR NAME	INVOICE DESCRIPTION	EXPENSE ACCOUNT	INVOICE TOTAL	PAID	CF
2/4/2020	INV1183192	01900	DASH MEDICAL GLOVES	NITRILE GLOVES - BLACK	101-7799-52360	338.37	YES	
2/7/2020	INV1183798	01900	DASH MEDICAL GLOVES	NITRILE GLOVES - BLACK	101-7799-52360	149.80	YES	
3/15/2020	SERV031520	RKSA050	RKS MANAGEMENT COMPANY	HOSPITAL GRADE DISINFECTANT-OFFICE AREAS & 9 PD CRUIZERS	101-7799-52360	300.00	YES	
3/29/2020	01748	RKSA050	RKS MANAGEMENT COMPANY	HOSPITAL GRADE DISINFECTANT-VILLAGE BUILDINGS & ALL VEHICLES	101-7799-52360	860.00	YES	
3/30/2020	CCPMAY20	HUNTB060	HUNTINGTON BANK CC	EVERYTHING BRANDED - CRN95 MASKS	101-7799-52360	2,138.00	YES	
4/22/2020	INV1195449	01900	DASH MEDICAL GLOVES	NITRILE GLOVES - BLACK	101-7799-52360	319.60	YES	
4/26/2020	01769	RKSA050	RKS MANAGEMENT COMPANY	HOSPITAL GRADE DISINFECTANT-VILLAGE BUILDINGS & ALL VEHICLES	101-7799-52360	3,415.00	YES	
5/7/2020	52097983	01602	UNIVERSITY HOSPITAL (BEDFORD MEDICAL)	STONE - COVID-19 TEST	101-7799-52360	125.00	YES	
5/8/2020	CCPJULY20	HUNTB060	HUNTINGTON BANK CC	SPRAY BOTTLES	101-7799-52360	53.98	YES	
5/13/2020	CCPJULY20	HUNTB060	HUNTINGTON BANK CC	EVERYTHING BRANDED - CRN95 MASKS	101-7799-52360	2,138.00	YES	
6/7/2020	01789	RKSA050	RKS MANAGEMENT COMPANY	HOSPITAL GRADE DISINFECTANT-VILLAGE BUILDINGS & ALL VEHICLES	101-7799-52360	4,375.00	YES	
6/12/2020	242135	00082	CLASSIC DESIGNS	SOCIAL DISTANCING FLOOR DECALS 17"	101-7799-52360	500.00	YES	
6/17/2020	CCP073120	HUNTB060	HUNTINGTON BANK CC	WAITLIST ME	101-7799-52360	24.99	YES	
6/22/2020	01793	CHUPP050	CHUPPA, WACHHELL	REIMBURSE CLEANING SUPPLIES	101-7799-52360	42.87	YES	
6/29/2020	01793	RKSA050	RKS MANAGEMENT COMPANY	BIOHAZARD REMOVAL/DISINFECTION	101-7799-52360	200.00	YES	
7/7/2020	01804	00654	SAM'S CLUB	HAND SANITIZER	101-7799-52360	7.48		
7/9/2020	0000157	RKSA050	RKS MANAGEMENT COMPANY	HOSPITAL GRADE DISINFECTANT-VILLAGE BUILDINGS & ALL VEHICLES	101-7799-52360	3,635.00	YES	
7/10/2020	11909119	CANDE050	CANDENCE CAPRICE DESIGNS	PRINTS ON FACE MASK	101-7799-52360	180.00	YES	
7/12/2020	24269	HUNTB060	HUNTINGTON BANK CC	MyPillow Face Masks	101-7799-52360	793.61		
7/14/2020	01235	HUNTB060	HUNTINGTON BANK CC	WAITLIST ME	101-7799-52360	24.99		
7/25/2020	3452168330	00082	CLASSIC DESIGNS	SOCIAL DISTANCING FLOOR DECALS 12.5"	101-7799-52360	600.00	YES	
7/30/2020	3453008094	01235	BUSICKI, MICHAEL	REIMBURSEMENT FOR LYSOL WIPES	101-7799-52360	51.38	YES	
8/4/2020	01818	00654	SAM'S CLUB	CLOROX WIPES	101-7799-52360	29.96	YES	
8/9/2020	01818	RKSA050	RKS MANAGEMENT COMPANY	HOSPITAL GRADE DISINFECTANT-VILLAGE BUILDINGS & ALL VEHICLES	101-7799-52360	3,485.00	YES	
		HUNTB060	HUNTINGTON BANK CC	CLEAN COMMITTED SAFETY KITS	101-7799-52360	4,499.64		
		01235	STAPLES ADVANTAGE	ENVELOPES (FOR CLEAN COMMITTED SAFETY KITS)	101-7799-52360	25.59	YES	
		00211	BOUND TREE MEDICAL, LLC	NITRILE GLOVES FOR FIRE DEPT	101-7799-52360	1,457.46		
		HUNTB060	HUNTINGTON BANK CC	SAFETY GLASSES FOR FIRE DEPT	101-7799-52360	692.28		
		02034	GREAT LAKES TELECOM & ELECTRIC	TEMPERATURE KIOSKS	101-7799-52360	17,500.00		
		STERL050	STERLING PATHOLOGY NATIONAL LAB	EMPLOYEE COVID TESTING	101-7799-52360	4,900.00	YES	
9/5/2020	3456050500	01235	STAPLES ADVANTAGE	HAND SANITIZER	101-7799-52360	68.63	YES	
		01832	RKS MANAGEMENT COMPANY	HOSPITAL GRADE DISINFECTANT-VILLAGE BUILDINGS & ALL VEHICLES	101-7799-52360	4,225.00		
TOTAL						\$ 57,314.54		

Administrative Assistant – Youth Council

Job Description

Provide administrative support to oversee and run the Youth Council smoothly. Perform clerical and administrative duties efficiently. Answer phones and direct inquiries. Schedule Youth Council meetings, compile agenda, attend and compile minutes of meetings. Research for future events and community service opportunities for students. Manage appointments and arrange meetings, sometimes managing catering and audiovisual requirements. Travel with youth to annual Youth-in-Government spring conference. Work with advisors and Council members.

Use of Outlook® and Remind Me® as well as Word, Excel and other Microsoft® products is a must. Editing documents, basic bookkeeping and keeping files whether hard copy or electronic, as well as the creation of reports, spreadsheets, and presentations.

Duties and Responsibilities

- Arranging Advisor and Youth Council meetings and scheduling appointments
- Answering or transferring phone calls and taking messages
- Maintaining the Youth Council calendar
- Communicating with advisors, students, parents, School Board members and Bedford School administrators and teachers in written form, invoices, receipts, spreadsheets and other reports as needed.
- Keeping database and filing system up to date and organized
- Working with other Village staff in procuring office supplies and work with vendors
- May be required to assist in the maintenance of office equipment such as printers
- Other duties as assigned

Skills and Qualifications

- High School diploma required
- Strong leadership skills
- Excellent written and verbal communication
- Experience with various forms of office software and equipment is helpful
- Able to create reports and presentations using Microsoft Excel and Power Point
- Good interpersonal skills
- Ability to work with staff across multiple departments
- Ability to work with budgets and create spreadsheets

Reports To

- Clerk of Council/HVYC Administrator and Advisors