

VILLAGE OF OAKWOOD
COUNCIL FINANCE MEETING MINUTES
November 9, 2021

ATTENDED

Johnnie A Warren – Council President (late)
Elaine Gaither – Council-at-Large
Eloise Hardin-Ward 2
Patricia Rogers-Ward 4 (late)

Brian Thompson-Finance
Mark Garratt-Police

ABSENT

Chris Callender-Ward 1
Melanie Sanders-Ward 3
Candace Williams-Ward 5

Gary Gottschalk-Mayor
Jim Climer-Law Director

Meeting opened at 6:04 by Gaither.
Attendance taken.

Thompson: The Clerk's budget will be first. The coversheet is there. The next page from the coversheet shows the 2021-2022 budget and its categories. In the next page, we are going to look at a little history. This is a summary of the 2022 budget in comparison year to year. The clerk wages, there was a deduction because there was a change in salaries between the current clerk and the previous clerk of \$3,864. In discussion with Mrs. Morgan, she felt she would need some time to get a lot more acclimated. This is an increase from the previous Clerk for her learning and getting very organized in the department. So, there is a \$600 increase on the clerk overtime from the prior year. The clerk OPERS follows accordingly with the salaries. We have a portion that we have to pay to the State. So, that came out to be about \$6,000 which is a reduction of \$420. Accordingly, as well, the Medicare was reduced in accordance with the salary requirements, which is a \$14 decrease. Clerk professional dues we kept it about the same. **Hardin:** Question? Chris, what organizations will you be affiliated with? **Morgan:** They are down at the bottom: The International Institute of Municipal Clerks; the Ohio Municipal Clerks' Association; the Northeast Ohio Municipal Clerks' Organization and the National Association of Government Archives & Records Administration. **Hardin:** Were these one's that Debbie was currently in? **Morgan:** She was involved in a lot more, but these are good starter ones for me. **Thompson:** Those came in under \$400, but \$400 was a pretty good gage to have her for professional due and add another small one if needed. Her clerk conference and education, anticipate a cost increase for potential conferences and education went from \$800 to \$1,500 resulting in a \$700 increase. Potential association with the clerk's travel and transportation from \$2,000 to \$3,100. I want to say there was conversation between the previous clerk and yourself in anticipation on what you may encounter with some conferences you may be attending. So, those resulted in... **Hardin:** Why are we increasing conferences if she is so new? **Morgan:** When I spoke with Debbie, she suggested that I anticipate.... **Hardin:** I'm sorry, the travel. Where do you plan on going? **Morgan:** It will be mostly within the State. In 2019, her budget was originally \$3,100 so since 2021 was coming off of COVID, she really didn't do anything, so she suggested that I go and put it back to \$3,100 because I will want to go to more than she did based on the fact that I am still learning. **Thompson:** If you look at that second page, you can see some of the history. I summarized what was historical for 2019 what was spent. 2020 of course, was somewhat scurred. 2021 budget that was in place now and the year-to-date expenses through 9/30/2021. So, that \$3,100 she reset for the 2022 projection. I was going to bring to your attention, if you look at the year to date expenses through 9/30/2021. You can see it's very close to what the budget is for 2021. The budget was \$49,168 and I am already at \$49,157. It's so close at this point because I had to cash out Debbie's accruals. She has some vacation and sick time on the books. So, at some point I will have to make some adjustment for year end to accommodate that to finish out the salaries for the year. I wanted to point that out. So, overall back to the first page, her budget pretty much from year to year, was reduced by \$1,612 taking into account the salary adjustments and the adjustments for potential upcoming training and professional dues associated with the Clerk's position. **Hardin:** Do you have any idea what type of training you will go through, Chris? **Morgan:** I have no idea until I join. I am supposed to sign up with these organizations after the first of the year and I will learn where I will be traveling. From what I understood from Debbie is that the majority of her trips were within the State. I will do as many as I can. The more that I go to, the more it will help in my position. **Thompson:** I am not sure if Debbie bought periodicals or literature. I can't remember. Did anybody remember? **Gaither:** She didn't do any of that. **Thompson:** So, it was just travel and registration fees for the

organizations. **Gaither:** Transportation and hotel. **Hardin:** And in a lot of those organizations, she held an office. In going forward, give us feed back on where you are in those organizations. **Morgan:** I sure will. **Rogers:** I don't know if she talked about it to you, but as far as overtime went, she would some times take off to keep her overtime down. Like maybe she would work over one day, she would go home early on Friday. **Morgan:** And I do that a lot. But I wanted a big enough window-and I talked to Johnnie about this-I wanted a big enough window that if I needed to, I had it. I may not use all of it, but it's there if I absolutely need it. Because there is a lot of work that I have to do inside the office. There is a lot of updating of information in the files that I have to do. It's still a lot of outside the realm work that I need to do. Plus, I do a lot of reading. If I could work 24/7 in here, I would. **Thompson:** I guess being in close communication, as you mentioned, with council members. Anybody else have any questions regarding the council clerk's budget? Mr. Warren? **Rogers:** I have one more question. When it says update employee handbook, isn't that something we have our law director do? **Thompson:** She is looking at the job responsibilities. I think we took this from what Debbie was potentially doing. I assume some of these things will need to be updated, but this is the full realm at the time she was here. I know when she did the codified ordinance which definitely different from this. As it relates to the employee handbook, I think it should come from the law director. **Rogers:** I think it should. Because I think at one time, she was probably doing them but it got confusing, so the law director tried to figure out what was going on. **Morgan:** This is dated 2016. **Thompson:** We will need to amend that. **Hardin:** So, since it has been brought up formally in a meeting, you are going to take that out. That duty. **Thompson:** Yes. **Hardin:** Since you jumped over there, "prepare and draft correspondence, that's newsletters and everything, do you think that is what this is referring to? **Morgan:** That could be anything. **Hardin:** It's broad. **Warren:** With updating the employee handbook, I don't see taking it out because everything is being coordinated with her anyway. It's not like she is doing the actual update. Actually, Eloise and members of council are the ones who work on the handbook. Isn't that right? **Gaither:** All it says is that she is including legislation. **Rogers:** Dealing with employee policies. **Gaither:** She's not doing the handbook. She is putting legislation in if legislation has to be added. **Hardin:** So, to that point it's accurate? **Gaither:** Yes. **Hardin:** By increasing legislation dealing with employees. **Gaither:** And preparing draft correspondence. **Rogers:** What legislation is in there that deals with employee policy? **Warren:** Actually, members of council was getting information from the Mayor to see if the handbook had been updated and I think they had to offer job description for each employee. But that was initiated by council. So, what is the difference in having it as a job responsibility anyway? **Rogers:** Are all job descriptions included in that, Brian? **Thompson:** I don't think I have seen a comprehensive by department job description. Are you saying was it a duty? **Rogers:** No, was it in there? **Thompson:** No, I don't think I have seen every single department. ***multiple voices-inaudible*** But there was amendments to that handbook and it may have been legislative, I guess she would be involved. **Warren:** She will get involved with it either way. What is the loss or gain of having that in there as a job description? **Rogers:** Leave it in there. I don't care. **Warren:** Former clerk, Debbie definitely was off and on involved with it but members of council-Eloise, worked with her through the administration to a least encourage the creation of the handbook and to review what was presented. Right, Eloise? **Hardin:** Right. It eventually involved her. **Warren:** But to have it in there.... **Hardin:** It doesn't hurt anything. I don't think it hurts because ultimately when the change is suggested by council all comes through the law department and the objective is to make certain, if nothing else, continuity. I would even say old copies of stuff would go in the new. So, she would be involved to some degree. **Rogers:** Okay. **Thompson:** I was thinking on the 3rd page, I know as we move to the council budget is the HVYC. Will that still be in play? **Hardin:** Mr. President and Council, I don't know when Chris would be ready to get involved with that, because we haven't done anything due to the pandemic and the children haven't been in school. So, there is no way to coordinate that. Council, do we intend to.... Let's just say it like it is. Deb took the lead on that. So, with her gone, it would be up to council. **Warren:** I thought that was transferred over to the school. **Rogers:** That's what I was told. **Hardin:** Not the organization itself. The legal process we were using that format is changing. **Warren:** No, but what I saying I was told the youth council was going to be run by the schools. **Hardin:** Well, where did you get that from? **Rogers:** Deb. **Warren:** They have been saying that. **Hardin:** Well Deb made a single decision. Something that she was made aware of. She took that idea to the Superintendent and it's going to be a part of the school activities. But it does not mean that we will not have our own organization here. But what she took to the school was a different format. No more of the creation of legislation and the format we have been using. That had run its course. But the organization created it so it's not a matter of one person or two or three can say it's no longer in existence. **Warren:** She presented it to council. That's why everybody is saying it. She mentioned to us that she could no longer do it anymore, she had talked to the Superintendent and the Superintendent said that the schools will be glad to take it over. But, I don't know. **Hardin:** That was not the intent. The intent was to definitely no longer do the down state. That had just run its full course. There was no interest in that anymore. But the organization itself, Mr. Akins and Ms Grant. At this point, I don't think she no longer wants me involved. Back in September, we were scheduled to meet to restructure the organization. But in fact you want involved in it, we will start it up again. It's not dismantled. The format is long gone. We are not doing that anymore. **Morgan:** The only thing that I knew of that we discussed that she

and the previous clerk in Bedford had done the student government thing, which she is sending me information and I am discussing it with the current clerk of Bedford that we try to kick that off again. But that is the only thing that I had heard of. **Hardin:** Well, that is through the administration. The student government day and all that. Those activities take place through the administration. So, I am sure once the school is up and running again, I sure he wants to keep that going. And I am sure that council still wants the organization to remain in place. But I will be talking to Mr. Akins and maybe he can come before council as a citizen and give his input. But the intent was not to dismantle the organization. **Warren:** The question we got to have to, is will he be able to participate by being a member of the school board. **Hardin:** That is an excellent point. We need to reformat it. **Warren:** And it's not anything that is impose upon you to do. This is just something that Debbie volunteered to do. **Rogers:** And you will have to do all. So, beware. **Thompson:** Any other questions about the clerk of council budget and looking at the job duties? It's kind of a good segue into the council budget because one of the line items I reduced as it relates to youth council. So, we can start looking at the council actual budget. **Hardin:** Excuse me. That was compensation for Debbie, was it not? **Warren:** I think she was getting comp time. **Thompson:** I have to look back. I am wondering.... It might have been \$500 or something like that. **Hardin:** Double check. I think there was some kind of compensation. **Thompson:** It might have been legislated; I think. **Hardin:** It was. I am pretty sure. So, could we check that. **Rogers:** Well, here it says 'Administrative Assistant-Youth Council.' A budget there. And what was that used for exactly? Just everything that was involved. **Hardin:** Like I said, she did all of the paperwork. She did all of the contacts. She was compensated. **Thompson:** Looks like we put that in place but we never used it. **Warren:** So, we want to add that back in there, or no? **Hardin:** You saying she was never paid? Is that what you're saying? **Thompson:** Well, I am looking back on the history. If Debbie would have been paid for something, it would have been in the council wages line. We put this administrative assistant for youth council. **Rogers:** Yeah, that might have been it. And there is another youth council at the bottom. **Thompson:** Yeah. We put the \$8,000 in place but there is not expenses for the year of '21 on that line item. **Hardin:** It did not happen last year at all. When she was working, it was part of her salary. She was paid. **Gaither:** How far back do you go with that? **Thompson:** I look at '19 and '20 and there were no expenses on that line item. It must have come into playing moving it to '21's budget. But no expenses transpired. **Hardin:** Because we didn't do anything. **Warren/Gaither:** For '19? **Thompson:** '19 was \$0, '20 was \$0. '21 came into play. We budgeted for it but not expenses. **Warren:** By '19, she was saying she was burning out and she didn't want to do it anymore. So, that was a big thing of it. It was taking too much of her time. **Gaither:** Do you have '18? Not here. **Hardin:** Well, we can check it out. **Warren:** Well, what do you want to do as far as this? **Thompson:** I need a couple of clarities. I need if there was some legislation where she got paid for the additional duties, and then clarify why the \$8,000 was put in place, right? **Warren:** Then, the other thing that you need to do is to see any... Because Christine doesn't have the time to do it. She is just starting.... She don't have time to do it. **Hardin:** She is just starting. **Warren:** She ain't got time. **Thompson:** So, should we put that back in? **Warren:** I don't think so. What do you think? **Hardin:** No. **Thompson:** Okay. **Hardin:** She was paid because she got \$50 when we go to a meeting. Council paid us too. So, I know she was compensated. **Thompson:** Yeah, when you attend a board meeting, it's like \$50. If you are a leader of the board, then it's \$55. And that goes for like planning commission and things like that. **Hardin:** Yes, so I know she was paid. **Thompson:** In looking at the comparison, for the council wages, I realized in the legislation that the ward members are due a raise. The ward councilperson is due a raise in '22. **Warren:** Yeah, the ones that were just elected. **Hardin:** Where are you? **Thompson:** I got the legislation attached but we are on the council budget. So, you see the council wages? I made the increased adjustment for the \$7,186. It was all related to the legislation. So, those increases are directly correlated with the bump that the ward councilpersons will get January 1 of '22. **Hardin:** Only those that were just re-elected? **Warren:** Yes. We staggered it. That's how it was. We staggered. **Thompson:** So, that resulted in an increase in the OPERS and the Medicare. We took out the youth council. Pretty much all the other categories we left the same. I was talking with Christine. We were trying to potentially nail down your travels maybe next year for different conferences. We didn't move the number. We left it at \$31,000 and the conferences and education at \$9,500. So, we can look in detail in terms of what she is looking to reserve and have certain members go to those conferences. **Hardin:** Excuse me. Youth budget is budgeted. There was a compensation for council people. Do you see that? **Thompson:** Which is the \$4,450 that you are looking at. **Hardin:** Correct. **Thompson:** In '19, we spent \$4,349 at the last page of the report. In '20, we spent \$3,954. We appropriated the \$4,450 but we didn't have any expenses so far in '21. So, we saying that \$4,450 goes back in or stays out? **Hardin:** I would reduce it just to leave the line item there because that's not going to be spent. Not \$4,400. **Thompson:** We actually reduced it to \$0 so what appropriate number you think you need it in there? **Hardin:** To keep it in the budget, I'd say \$2,000 just to leave it in the budget. **Warren:** What line item is that? **Thompson:** The last line item where it's \$4,450 in '21 and \$0 in '22. So, she is saying leave it at \$2,000. **Hardin:** Just to hold the spot. **Warren:** But he has it in there already projected for '22. **Thompson:** For '22, I had the \$4,450 but she is saying reduce it to \$2,000. Is that the consensus? **More than one speaking: *inaudible*** **Thompson:** So, pretty much everything stayed consistent for the council budget. We lowered the legal ads but a lot of those come from Ed in coordination with Debbie. We set that at

\$4,000. Let me see historically what those numbers were. **Hardin:** Mr., Finance Director, our travel and transport for last year. **Thompson:** You looking at the history? **Hardin:** Yes. You're showing \$6,105--. **Thompson:** Yes. The year before was \$20,798. **Hardin:** So, you kicked it up to '21? **Thompson:** We left it where it was from 2021. We know COVID had huge impact on '20. So, we looked back to somewhat a normal year. '19 was \$20,000. But it is also contingent on where you're going and how many members are attending. **Hardin:** I agreed with \$31,000 is just plenty. I am interested in the \$6,000 probably was... recoup because nobody went anywhere. **Warren:** The year to date for the \$6,105 was probably we went to D.C. that March right before COVID hit. Because remember it was sparsely. There was already talk about it, but it wasn't as crowded as it normally is.... That's what that was. **Thompson:** I don't think you went, Ms. Hardin. **Hardin:** Oh, I know I didn't. **Warren:** So, this will be reduced by \$2,250. **Thompson:** Yes. **Warren:** Or \$2,450. **Thompson:** Yeah, from \$4,450 to \$2,000. **Hardin:** I often wonder why there is compensation. I guess because we are ones who make the laws. So, the codification comes out of our budget. Is that by law? **Thompson:** I'm not sure. It's just consistently been there over the years. I know Debbie got involved quite a bit. Maybe in conjunction.... **Warren:** Council creates the legislation and everything and that is part of the codification, so that's probably why. **Hardin:** I just thought if we had to have it there. **Thompson:** \$8,000 one year; \$4,750 in '20 and we spent about \$5,000 this year. **Hardin:** Why did we spend so much on legal ads in 2020? **Thompson:** Depends on how much activity we are having that Ed coordinates with Debbie when he is advertising for bids and things like that. Actually, I don't know if you guys got the answer that those legal ads came into play under council budget as well. Is there something specific why Ed would always coordinate with Debbie for those bids? **Hardin:** Why are they coming out of our budget? **Rogers:** That's what he's asking. **Hardin:** I don't think they should come out of our budget. **Thompson:** I can probably go into detail what it's pertaining to those ads. What do you think Johnnie? I think she managed a lot of those ads. That pretty much summarizes the anticipation for the 2022 budget. Pretty much with the changes as it relates to legislation in the bumps for Ward members' salaries. **Warren:** Now, we have finance department. **Hardin:** Why did IT support kick up so high? **Thompson:** In council budget? **Hardin:** Yes. **Thompson:** it's the same. That \$5,000 for '21 to '22. It's the same in terms of budget projection. You must be looking at the detail. **Hardin:** No, I am looking at what you budgeted. **Thompson:** Yeah, \$5,000. **Hardin:** Why? **Thompson:** We kept it the same. **Hardin:** Okay, so that is what it was and we only spent.... **Thompson:** Yes, we projected \$5,000 for the year. We spent \$1,375 so far. I know there are some mandates that are coming down the pike that will affect different departments. I was discussing with IT. When we bought this cyber security insurance, it's like a really big topic now. We are going to have to be upgrading some software as well to do the multifactor security measures. You know how sometimes you log into your bank account and they send you this number to your phone so they can authenticate it's you? So, some of that is coming down the pike in terms as it relates to our property and casualty insurance for the village. But back to your question Ms. Hardin. We put \$5,000 in place there and we left it at \$5,000. That miscellaneous contractual is not only for IT support, it's for her copier usage. Debbie was always the top person using the copier. Newsletters, different things, recopying. Okay, so we can look at the finance budget. With the pretty picture with the structure, I already had it with the Mayor/safety director. Even though, his budget will be discussed simply with Dionna. But pretty much our department is me as the finance director, Ralph as the administrator, Erica is the accountant and Hillary is the office finance clerk. So, that is a quick snapshot of that. **Gaither:** Is there somebody else? **Thompson:** Oh yeah, you're right. I need to update that Ms. Gaither. Thank you for pointing that out. Nicole. She is the part time payroll administrator. Nicole Harris. Last year when I did this.... I will up this for you guys. **Hardin:** How many nights does she work? Or is it, not nights. **Thompson:** It's like a 20-hour period throughout the week. It could be different days. So, my budget, I showed the historical from '19 and '20. Pretty much the changes from '21 to '22 is the anticipated 2% for the staff. Accordingly, with the OPERS and the Medicare. The \$2,450 bump in the discussion with the IT person, a lot of the multifactor.... We kind of manage the servers and stuff, so I put approximately a \$2,450 bump from prior year to this year in terms of accommodating the cyber security. No changes any other line items except the equipment of approximately \$300 that may be associated as well to the cyber security upgrade for the server. So, it resulted in a \$9,950 increase and most of that.... \$7,200 is associated with the 2% increase on the salaries. I made a note, mostly under my miscellaneous contractual, I have to pay the annual agreement for the software financial system and support. Also, the active networking is the same IT support across the board for all village departments. You guys have met Tom Sousa at some point. We got an easy signer maintenance agreement where me and the Mayor's signature. When we put together the checks or the POs going through the system, it's a program for that. And it's a printer maintenance agreement for the printers. **Hardin:** It's just you and the Mayor that have authority on those checks? **Thompson:** Yes. So, behind that you have everyone's job descriptions. I will have to update Ms. Nicole's job description. **Warren:** You have her in the salary already? **Thompson:** Yes, she is included in the salary. That pretty much concludes the budgets for tonight. I want to kind of pole the council. I know the rate we are moving along.... I know we got a big one out of the way with police. I am kind of discussing and looking ahead on these budget hearings and trying to get through. I still got fire. I have been doing some final conversation with him. He hasn't changed much. You figure the structure of the building

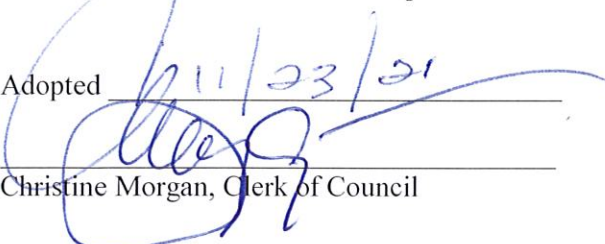
department, 3 or 4 departments to deal with miscellaneous contractual and of course the Mayor who is trying to compile all his stuff with the recreation, the seniors and all his programs under his. I know we have been trucking along trying to do the meetings before the meetings. But I don't if we should include.... I think we included a Thursday or something before to try to put the meetings in place and get through them all? **Warren:** When will you be ready with the next? **Thompson:** Anybody open this Thursday, or should we try and project it next week? **Rogers:** I have to go home and look at my calendar. Most of my stuff is during the day so I will probably be alright. **Hardin:** I am having some dental work done. **Thompson:** So, when is the next council meeting? **Warren:** Two weeks from today. **Thompson:** That's the 23rd. Thanksgiving is what? Several voices: That Thursday. **Warren:** You said Thursday. This coming Thursday? **Thompson:** I was thinking we probably could have gotten out of the way. **Warren:** Do you have anything that will be ready? **Thompson:** Yes, I have some contractual stuff that will be ready. Like contractual obligations that we deal with like Waste Management, the animal warden, the public land, and buildings. **Warren:** Is Tommy ready, or no? **Thompson:** No. I will have him ready at the next meeting. **Warren:** So, right now it's Tommy, the police chief and the Mayor. I mean fire chief. **Thompson:** So, Tommy, the fire chief and the Mayor if he's even ready by the 23rd. He could probably do his personal budget by the 23rd. I know he likes to go through that long drawn-out recreation and seniors, showing the programs he's projected for next year. I mean we can probably actually at the next meeting get through at least 5 of them if we stay on course with that next Tuesday since it is before thanksgiving. Then look at December and try to wrap up some of the meetings on the Tuesdays and Thursdays before we get too far along to the holidays. **Warren:** I don't want it to just prove it at the last minute. I am available for Thursday if you are going to get an item done. But if you are just going to have some numbers or whatever. **Thompson:** Like the contractual. **Warren:** If you can get what you typically present. So, if your saying contractual services is a stand-alone budget, then.... Anybody else available on Thursday? **Gaither:** Not this Thursday. **Thompson:** Well, maybe we can look into next week on that. I will just stay focused on the next meeting on Tuesday to have some really big departments. **Warren:** We will email to see if there is one day or maybe everyone can contact Christine and let her know when you are available next week. And if all of those dates mix, then we can go like that. **Thompson:** Did you say this Thursday or upcoming? **Warren:** Well, they just Thursday is bad. So, what we are going to do is call you for next week and let you know what day next week we can be available and then you can get an accumulation to see if there is a specific date that everybody.... **Hardin:** I know Monday and Tuesday are definitely out cause I have the dental work done. **Warren:** I know that Wednesday and Tuesday are out for me too because I want to support her. I'm taking her to the dentist. **Thompson:** Okay, that will conclude everything we had tonight. **Warren:** Can I get a motion to adjourn?

MOTION TO ADJOURN by Gaither; Seconded by Rogers

VOTE YES: Warren, Gaither, Hardin, Rogers

MEETING ADJOURNED: 6:54pm

Adopted



Christine Morgan, Clerk of Council



Johnnie Warren, Council President