

**VILLAGE OF OAKWOOD
FINANCE MEETING MINUTES
2024-1-23**

ATTENDANCE

Erica Nikolic, President	Brian L. Thompson, Finance Director
Taunya Scruggs, Ward 1	
Eloise Hardin, Ward 2*	
Paggie Matlock, Ward 3	
Mary Davis, Ward 4	
Candace Williams, Ward 5	

ABSENT

Ed Hren, Village Engineer	Carlean Perez – Recreation Director
Ross Cirincione, Prosecutor	Tom Haba, Service Director
Mark Garratt, Police Department	Daniel Marinucci, Chief Bldg. Official
Gary V Gottschalk, Mayor	Dave Tapp, Fire Department
James Climer, Law Director	Johnnie Warren, At- Large

** Arrived after roll call*

Meeting opened at 6:05pm by Nikolic

Pledge of Allegiance

Roll Call taken

Nikolic: May we hear from our finance director? **Thompson:** Tonight, we've got quite a few exhibits. The main thing is how we end the year with the financials. The best thing to start with is statement of cash position as we ended the year. In the general fund we started at \$236,117. I ended with \$330,100 unexpended balance. After encumbrances, which pretty much when I scrolled through those were like mostly Police and Fire encumbrances. I ended with \$242,223 after encumbrances. We didn't have any negative funds, which was very important. Just in an overall basis, I started the year with \$421,091. We ended after encumbrances \$946,692 but before we ended a little over \$1,037,000. It's pretty much summarizing the year-to-date revenues, year-to-date expenses, and all of your ending balances. Your unexpended balance, that's the one that's going to roll over is your beginning balance for 2024 year. The encumbrances roll over as well on top of the budget. But they'll be from prior year's operations. **Davis:** The beautification fund 205, you had only \$66 balance in the beginning, now we still have the \$66. Why is that a separate, because in all the expenses and revenues as far as those TIFs. So, all of that TIF said for beautification. I assume those are what we buy the flowers with. It was like \$47,000 total. But here it just shows beautification fund and we started at \$66. How does that get to be different than what you guys take from the TIF's? **Thompson:** TIF's are very unique, they have governing laws on what you can use the TIF's for. The beautification was established some time ago. I think it was kind of in conjunction with this architectural person that the Mayor uses to do some of the beautification. **Davis:** Mr. Sparks. **Thompson:** Keep it very distinctive from the TIF's. TIF's are not only just for flowers. They have to have a useful life to be able to use those dollars. So, you can't just use them for like an annual flowering like that. If you maybe potentially putting in, something that holds a value over so many years. I think it has to be 3 to 5 years. It has to have a real holding value; it can't just be flowers. All the TIF funds, you can see are all at the bottom. Some of that beautification that did happen on Broadway this year. With the new rocks, some of the lighting,

and improvements around some of these paths, did get used for certain TIF's. **Davis:** Okay, because in the section of the TIF's, you have beautification. **Thompson:** Yes. **Davis:** And these amounts taken out from their TIF's. It just says beautification funds for each one that has spending expenses with it. I mean wouldn't they be a part of the beautification fund? Or they can be used for TIF's? **Thompson:** Yeah, they have to have their distinct funds. It can't be the same as that beautification fund. That beautification fund was established some time ago as a fund. We're just pretty much spending down the balance and the \$66 is left in here. I probably could next year, maybe, charge some small to kind of get with that fund. But it's a process as well to get rid of funds just as you created them. **Davis:** If it's not the TIF's, what fund is he using for beautification? **Thompson:** Street fund. **Davis:** Okay, thank you. **Nikolic:** So, dialing it back for the newer members of Council. So, we can start to understand the bigger picture as we start to discuss other things. When we look at this balance, this \$330,100, and I'm sure you're going to get to these other exhibits to talk about the rest. **Thompson:** Yes. **Nikolic:** So, you're just asking about questions on this top sheet? **Thompson:** Yes. **Nikolic:** And anything in here or? **Thompson:** Yeah, anything in there, I mean, we could jump to different topics. I'm open to questions on anything. **Williams:** We began this year with \$242,223.74. **Thompson:** It's close but it was \$236,117, on the first column. All of those were the beginning balances per fund. Then the one you're referencing the \$242,223 that's ending after encumbrances. When I start my books for 2024. The unexpended balance is going to be in place of that beginning balance on the books. **Williams:** But you know that \$87,000 is coming out of that \$330,000? **Thompson:** No, it's encumbered already, but eventually it's going to turn into a real expense for the next year. But the key is, it was Police and Fire equipment stuff they were buying. They hadn't received the equipment. They encumbered dollars in this year's money. So, when they receive the products, it's going to be a real expense in 2024. But it's from prior year encumbrances. **Williams:** So, technically, we know that's for the expense. What we have if we needed to spend money. Would be \$242,000 because you're already aware of that expense, right? **Thompson:** The unexpended balance is going to stay in place the whole year in terms of what we have. **Williams:** But if you spend this \$87,000... **Thompson:** Yeah, it's going to be in the new year as a year-to-date expense. **Williams:** I follow that, in 2024. The question I'm asking you is. In 2024, what we have to start with is \$242,223.74. **Thompson:** Yeah after encumbrances. **Williams:** Okay, I'm just asking that because you said at one point in June or July. You said we would have begun 2024 between \$300,000 and \$500,000; but we are at \$242,223. That is what we began 2024 with. **Thompson:** After encumbrances, the column I'm going to be certifying to the County is my beginning balance. It will be the unexpended balance. So, I did have a huge range. So, we did end up in the \$300,000 to \$500,000 range, but it's closer to \$300,000. **Williams:** We still have not received the detailed expenses for the 217 fund. I remember some years back we talked about that revenue coming into that fund. And that basically, we didn't need to spend it. I see now that it is being spent down fairly regularly. I mean, we ended with \$726. I would like to see what we have gotten into with a routine or pattern of spending those funds. **Thompson:** Okay. **Williams:** Since we just talked out 2023, we should be able to see the entire year, right? **Thompson:** Yeah, I think the expense detail would probably show just a month. I'll have to run you a full year. **Williams:** Let me ask you this, are we spending that all on fire? **Thompson:** Oh, yeah. **Williams:** Essentially, their budget is whatever we're approving, plus this \$310,000? If we're spending it all because we only had \$726 left. **Thompson:** Yeah, but what you approved for next year is like your anticipated revenue. We kind of had a concrete history that we could make collecting the dollars. So, say we're going to next year. We anticipate collections for all three communities going to be like \$300,000. Then we can at least be somewhere in that range and appropriate a budget for them. All expenses, they have a lot of, just those vehicles cost a lot to repair. Just, some everyday equipment they use, and maybe a cot or something for the squad. So, it's quite a bit in here. **Williams:** Okay. **Thompson:** I'll note that, I need that for your detail. **Williams:** Our cares act, which was required to be in a line item. But also

required to be spent by I want to say 2021. I don't recall now because it's been a few years. Why do we still have funds in that account? And why did we spend funds this year if we were required to spend it by... Do you recall the date? I don't recall, but I know it has... **Thompson:** Yeah, it was a certain date. I know it was just down to \$700. It's really minimal, I mean I can put some expenses towards it. But, you know, I didn't get to spend all of it down to zero. So, that's a small balances on here. I don't know, I'd have to check to see if it's some violation. **Williams:** Yeah, because I thought we were supposed to return the funds, if we didn't expend it by that date, to the federal government. I don't think we could just leave them sitting and use them. I thought we had to zero that out by a certain date. Which it would look like we are not in compliance with that federal. I don't know if it is a statute or what it is, but I do recall that. I know that because I work with those funds in my day job. We need to get that. **Thompson:** Yeah, I will put in the inquiry to the state budget and management office. Let them know what I have left and see how I should treat the \$726 left. **Davis:** The TIF's in the Swift Filters, the Maines W&D, Thermal, Family dollar, Oakwood Hospitality. Community Care is that one? **Thompson:** Yes. **Favis:** What is that? **Thompson:** It is a company here that has... **Davis:** Is that the medical services company? **Thompson:** No, Community Care, they have ambulances, it is an ambulatory service. **Davis:** The Buckeye development, what is that? **Thompson:** Buckeye Development is Sunoco now called friendship. **Davis:** We had \$47,000 used in TIF's for beautification. How are you proving that the beautification fund was not for the plants outside. Or what do we use to pay for those plants that are here at the end of the year? **Thompson:** You can't plant annuals, but you can plant something that's going to have more of a useful life. Like a tree or even maybe a bud. The Mayor made all decisions on the beautification throughout the Village. A lot of it was on Broadway. The goal was to try to make this side of the street kind of favor the other side. So, part of that expenditure went towards things like that, beautifying Broadway. **Davis:** Next I'm going to ask you about 803, the senior center rental fund. We found some money somewhere because we started with \$585 or something, and then we ended it with \$2005. Do you know how many people rented that? Because we're supposed to collect \$175 profit every time we rent out the hall. We collect \$50 every time we rent out the park. Just that deposit I'm just talking about. They get none of that back, supposedly. **Thompson:** A portion of it, it ended with positive dollars in there. **Williams:** \$175, is that right? **Thompson:** I think it is like \$300. **Davis:** \$325 is what is charged. **Thompson:** You get a deposit fee back if the place is good. **Davis:** So, what they're paying for is \$175 because the rest comes back as their deposit. Hillary told me yesterday and then \$50 comes back if you rent the park. You pay \$150, but you get \$100 back. So, you're paying the \$50 to rent it. **Thompson:** The park we don't track here, just pretty much the senior rental fund. I didn't end with a negative balance on that. And I have an ongoing audit just tracking the information like you see. So, I'm doing a full-scale analysis of that. The key for me was that I wasn't going in end the year negative. Just straight talk, I'm still doing an ongoing audit for the type of list that you have. I got every single individual that was paying, tracking, when they were paid that \$150 back. I know that's on one of my request list, I had quite a few tonight. Give me a little more time I'm on that job. **Davis:** Okay. **Nikolic:** In the back if we're looking at the invoices. If we were to go to the back, let's say for example, we wanted to see all of that information. We would go to senior center fund 208. **Thompson:** Yes. **Nikolic:** Is it possible to go back here in the checks written and go specifically to 208? We see Billy Donato senior entertainment check written \$1,500 on 12/31/2023. **Thompson:** Yes. **Nikolic:** Is it possible to have this organized so we can look at it by fund. So, we don't have to skip through and look for different funds. Where we're able to view, come to the back, look for the fund itself. Then we can just scroll down and see everything that came out of a specific fund. So that way, it's easier for us to track exactly what's coming out of the specific funds instead of jumping around. So, for example, on that page, you see recreation class on page one, and then you have to skip down. You know, you can't really see everything easily. If this could be organized by fund, we can more easily go to the back if we'd like to see the answer to her question. Senior center fund, go to the back, look at everything that

came out of 208 in succession. So, this is now organized by check number or by vendor? **Thompson:** You got a couple of different reports here. **Nikolic:** I'm talking about the payment line report. Vendor name, invoice line description, and the amount. But it's not really organized in a way for us to do a quick analysis of what's happening in the accounts. If we could have this organized in a way. That would allow us to review everything in a fund in succession. Have this grouped by fund as opposed to now, what is a vendor name? **Thompson:** You do have one quick report. If you go to the last one in the book, it's your expense transaction ledger. If you look continuously down the left side. It will show you each line item and what was in there for that particular line. **Nikolic:** Let's do an example with the senior center, it would be under fund 208? **Thompson:** Yeah 208, and you could go all the way down to page 27. You see it was a credit card purchase, a couple of things for Sam's Club probably associated with the meals. **Nikolic:** But for example, this doesn't have, where's the check for Billy Donato? Was he under 204? **Thompson:** I see what you saying. You want the check report by fund. Last time you expressed transactions that were to be the same. But what page do you see Billy Donato on? **Nikolic:** Page one. **Thompson:** On the one with the color? **Nikolic:** No, it's the payment line report and it says senior entertainment, for example 208. So, you're saying if we go to 208 in the transaction ledger. **Davis:** It's under senior enrichment. **Matlock:** Page 28. **Thompson:** If you see that number on the check report, it's got the yellow color. Then you just look at that fund number and then you can go your expense transaction ledger and you can see it. **Nikolic:** I don't see yellow color on mine. **Thompson:** I'm sorry, it's in black and white. Yeah, that's the payment details by vendor. You can always look at that fund. Then go back to your expenses transaction and you can see the detail. **Nikolic:** Okay, so if our whole intention is to see what's been written from a particular fund. We go to our transaction ledger. **Thompson:** Yes. **Nikolic:** And so, she was referencing the senior center. We go to 803 that beginning on page 32. **Thompson:** Yes, and you see some refunds like Libra Smith, Perry Osbey, Sandra Sullins, and Ayisha Lee. **Nikolic:** This is to say, these are the only refunds that have been given. **Thompson:** That happened in that month, to see a whole year. You will have to see the whole year's expense details. These are there every month. **Nikolic:** It says the refund is a credit, wouldn't the refund be... **Thompson:** No, these are all expenses, it's just a different description. But there are for the purpose of refund. **Nikolic:** Okay, then the balance here was negative for each of these, \$13,000 in the negative. **Thompson:** Page 25 of the expense report. There you can see that month-to-date total that we refunded all those people, \$600. That's total is in the back of the expense ledger for the month. That will tie out and the appropriations were positive. I think that report some type of running total, it is a little confusing sometimes. But the appropriations were not negative. That \$600 if you go back to that page is the summary of what we refunded for the month. **Nikolic:** And the \$13,000? **Thompson:** That's for a whole year. Now the whole year won't show in the monthly report. You'd have to see the full detail of that line item I can run for the whole year. It will have similar information showing every single person that got back refunds. I can forward it to the clerk if you like to see that. **Nikolic:** But just explain to me again why it's a negative number in the ledger. **Thompson:** I'm not really sure the way that report was running it. We definitely didn't have a negative appropriation there. I can't really explain why that shows negative in that type of report. It's just a system report. It might be the total for the full year. That is showing as well, because the numbers are timed out. **Williams:** Is the statement of cash position on top. Is this a system report? **Thompson:** All of it is system. I'm pretty sure that that number was the same. We are showing the year-end amount that went through the fund. Probably just a tracking balance for this particular expense transaction ledger. Showing what was spent throughout the year. That's why it's showing negative because it is constantly accumulating what was paid. The key is following the appropriation so those won't be negative. **Nikolic:** Just so I'm understanding what I'm looking at, it's negative because it was spent? **Thompson:** Yeah, and it is the accumulation for the whole year. **Davis:** I don't understand, we started with \$13,500. But we spent \$13,385, what are we spending it on? **Thompson:** Some of our expenses, that's what we kind of relate it to. The \$13,500 is going to be your

appropriation for a year. So, the \$13,385 is all those refunds we processed to individuals. But you would have to get a year-to-day report to see all of that. What this report does is, it is closing out the month, closing out the year. So, it's only showing you what happened in that month; it's only \$600.

Davis: So, it's a whole year. **Thompson:** Yeah and the month-to-date shows the \$600 we paid in a month. That year-to-date column is the \$13,385. If you needed that detail for a whole year I have to run it. **Davis:** Yes, okay. **Matlock:** The expense transaction ledger. The journal is just from 12/1/23 to 12/31/23? **Thompson:** Yes. **Matlock:** If you look down it says fitness instructor, then it says Carlean Perez. **Thompson:** Yes. **Matlock:** She paid her fitness instructor \$1,170. **Davis:** That's Carlean, she's the instructor. **Thompson:** Carlean gets that, she's the vendor and she got paid for instruction classes. **Matlock:** Is that for every month? **Thompson:** Oh, yeah. **Matlock:** But she's the recreation director. So, we're paying her as a director and then we're paying her again to do the classes. **Thompson:** Yes, as a vendor. **Williams:** When did we approve that? It was our understanding that she was going to salary. Because we were paying for the hours she was doing those classes. When did we do the salary in addition to paying her for classes? Because doesn't that time overlap? She's doing those classes at like 9am, 11am, or 1pm, which is within the hours of her salary. **Thompson:** I know historically she's had her base salary. **Matlock:** So as a director, is she supposed to bring someone in as an instructor? Or does she just take it on as an instructor and then gets paid for her services. I mean. **Thompson:** Yeah, she gets paid for her services. It shouldn't overlap in terms of what she's getting paid as a set of salary for a director. **Williams:** But it does overlap, though. Do you see what I'm saying? Because those classes are offered during her work hours. We're paying her a salary for those work hours. And if she's offering classes at the same time, we're paying her double. **Nikolic:** I have a question here regarding recreation department wages. Who are these being paid to? **Thompson:** That would be Carlean and the cumulative funding year would be summer camp help. **Nikolic:** This is 26 of 32 at the expense transaction ledger. There's a monthly biweekly, two biweekly, and this is December. So, it can't be the summer camp, because this is for the month of December, right? **Thompson:** Yes. **Nikolic:** So, this isn't summer camp. Monthly P, what is that? **Thompson:** That would be Denise Tubbs. The small amounts are Denise Tubbs, and Carlene is paid monthly. So that's what those cost would be. **Nikolic:** Denise Tubbs is paid \$3,000 a month? **Thompson:** No, Carlene is paid on a monthly basis. But Ms. Tubbs is the small amount, she's paid biweekly. **Nikolic:** So, monthly p, the \$3283 is being paid to who? **Thompson:** Carlean. **Nikolic:** For what? **Thompson:** She's getting about \$38,000/year as a director, that is her base salary. **Nikolic:** This is her director salary? **Thompson:** Yes. **Nikolic:** The smaller wages, which one is for Denise Tubbs? **Thompson:** Both, because it was two pays in the month. **Matlock:** Her salary is approximately 38,000 a year. **Thompson:** Yes. **Matlock:** But in addition to that, \$38,000 a year. For each instructor class that she teaches, she gets an extra \$1,200. So that will bring her salary up to like \$40,000. **Thompson:** Yes. **Matlock:** Then if she does the same thing in the next month, that brings it up to like, what, 30 something? **Davis:** We have it on page 15 of 26. You have the whole year of the wages, amounts, and fitness classes in the expense report. **Williams:** Do we do a pay ordinance for everyone that we pay in the Village? **Thompson:** Yeah, we have a pay ordinance. **Williams:** That comes to Council for us to approve. Every time someone is receiving pay through our payroll. **Thompson:** There is a paid ordinance, yes. **Williams:** And that's a requirement, because I don't believe we...so how are we then paying... **Davis:** That's why I said that's all different, that's for the whole year. **Williams:** Who approved this? **Thompson:** The Mayor. **Williams:** How was it determined that she could be paid salary. And also, be paid in addition to that, for those classes? **Howse:** There's legislation at the time when I used to work here. I taught kick boxing, but it was after hours. In order to do that, legislation was passed before Council to make sure there was no conflict. I was one receiving a 1099 as an instructor, outside of me being a director. **Matlock:** But that's after hours? **Howse:** Yes. **Matlock:** that's after hours so you were off the clock. She does these classes, how is she paid? Is she on the clock during that time period that she's doing these classes and she's

actually getting paid for it? **Thompson:** Yes. **Matlock:** Okay, but that can't be a 1099. **Thompson:** Everything under vendor, she gets a 1099 and then she gets a W-2 for the \$38,000. **Matlock:** But she shouldn't, she should get her W-2 for her actual work. But anything that she contracts herself as hours, should be on a 1099 as her own personal business. **Thompson:** Which it is. **Matlock:** But she's on the clock when she does that. **Thompson:** Well, we have to look back for the validity, probably with Climer. If she's doing that, we need to correct it. But, you know, she's doing these classes and then she's getting paid as a director. **Williams:** You as the Finance Director, somebody has to give us some protection in the Village. We as a Council, we get these documents to review after the month has ended or several months have ended. In our case, many times we are checking what has already happened. You are supposed to be the person that is actually making sure these dollars are not misspent. You are that person for us. I have a huge concern that you have not seen this as a concern prior to this conversation. Because if we would have missed it, because immediately when I saw her name in this vendor list. I'm thinking, what is she a vendor for? But to be employed from 8a.m to 4p.m or 9a.m to 5p.m, and also offer classes that you then receive an additional check. And I was very clear about what I was saying before Ms. Howse jumped in and said, but it was after work hours. That's the distinction if you're doing it while you're paying a salary. You cannot get an additional check for that. That should be a flag for you that you should bring to us, as this actually is not something we should be doing. **Thompson:** Well Carlean, she doesn't work all day. She's come in for half a day salary. Whatever the Mayor's directors do on that salary, information, or timeframe. Then she leaves and then she's doing her classes. She's only paid for a portion of her directorship, and then she leaves for the day. But when she's leaving, she's doing these classes. So that's somewhat of the validity there. But we probably need it on paper in an ordinance, stating what she does. **Matlock:** The classes start at what time 11a.m? **Thompson:** I'm not sure of her whole schedule. **Matlock:** Her classes start at 11 a.m. **Thompson:** On what day? **Matlock:** On Monday, Wednesday, and Friday. If I am not mistaken, Monday, it is at the community center. Wednesday and Friday are at Mt. Zion right now that 11a.m. She's a four-hour working day person. Her time starts either eight morning or nine in the morning. Then four hours, if it's 9:00a.m., it will be 1:00pm because she wouldn't really get a lunch. Because of the fact she's part time. Then if it is 8:00a.m., then it would be 12p.m. So actually, those classes are done on the clock. I'm just looking at the budget and I'm just trying to rationalize this in my mind. Because we're trying to capture that budget. But I do know and can suggest during our meeting a solution to this. **Thompson:** Well, I got to get the full picture, time frame and everything. I'll get a legal render from Climer. **Williams:** She just said if she's part time, but what I'm hearing is a full-time salary. So, I'm not sure how she's part time. **Thompson:** No benefits. **Williams:** In 204 fund, this \$87,012 per pers \$1400 for Medicare, is that all her? **Thompson:** No, her, Mrs. Tubbs, and anybody that helps during that summer camp. They're required by state to get PERS and Medicare, so that's what those are. **Williams:** This \$100,000 includes, tell me again how many people? **Thompson:** It includes Carlean's base director salary, Mrs. Tubbs, and any camp counselors that came through here during the summer. That's the accumulation of all of them. **Williams:** Tell me what Mrs. Tubbs does again? **Thompson:** She's just down at the center, assisting with certain duties, kind of maybe under destruction of Carlene. **Nikolic:** I'd like to jump in on Mrs. Tubbs just because there've been several complaints for her at the at the center. On her lack of professionalism, how she treats the seniors. I've spoken with other vendors who have had issues with her. I explained that to the Mayor. I personally do not see how she is in a position of service the way she is. Her lack of professionalism, the way she treats the residents, and the way she treats other people. I think she should be reviewed for replacement. I don't believe that she should be a person that is working, regardless of her work ethic. Her level of professionalism is deplorable. She should not be servicing individuals, and she should not be representing the Village. That's my opinion of Mrs. Tubbs. What I would also like to say yes is when we're reviewing. And this goes back to time clocks and performance reviews. We're looking at Carlene if we had her punching a time clock for example.

When she's coming in, when she's leaving. Every single person in this Village punching a time clock. Because now we don't know when Carlene is coming and going. But if she is being paid at full time salary. She should be in office in body for 40 hours doing something. So, if there is nothing to justify her 40-hour salary, then we need to put her to part time 20 hours. **Thompson:** Yeah, she is part time. **Williams:** So, with the job descriptions for this year. We need them revised to include position and their work hours in that job description. Because something is amiss here. We can identify how much everybody's getting paid. Everybody's getting a paycheck, but we can't identify what hours people are working, whether they're part time, full time. I'm supposed to be part time, but I claim I'm full time. I'm supposed to be full time, but I only show a part time. So, in the job description, it will be helpful for us to see actual, 8 to 5, 4 to 5, whatever. That's one, two, I would like to see since 2023 just ended. Can you give us a list of any all employees and all 1099's, any consultants, just anybody who was receiving a paycheck, or consultant pay from us in a full listing. I want to know names and the amount for 2023. I would like to know what their position is or if their consultant. What service are they providing? We need to get very, very clear about this because you are asking for a 5% increase and we have no idea who is being paid, what to work, when to do what? **Davis:** We have a senior center fund. We have wages, Pers, and Medicare. Is that that Mrs. Tubb's, is that what she's doing? Because Cynthia is no longer there. **Thompson:** Yeah, she's no longer there. But if you looked at it year-to-date, she was here a portion of the year. But Mrs. Tubb's has been assisting. **Davis:** Are her wages in that senior center fund? **Thompson:** No, it's under the 208 fund. **Davis:** That's what I'm saying and it's not part of this reckoning. Her wages would be under the senior center fund down there. **Thompson:** I think Eugene is helping. **Williams:** So, is Mrs. Tubbs in fund 208 or 204? **Thompson:** 204, Mrs. Tubbs is under Carlean. **Davis:** Okay, so she's not under the senior center. **Williams:** Approximately how many fitness instructors do you believe you have, that you're paying, in this amount. **Thompson:** Carlean is doing them all. **Nikolic:** Okay, so round out this conversation. Similar to what Councilwoman Williams is requesting. Councilwoman Scruggs and I, we're very new. We have yet to see an org chart of all the employees. We talked about in our last meeting about base salary and looking at what each employee makes. So, if we go across the board looking at all employees, their base salary, every individual detail. So, we can look at the cost each employee is costing us. Because when we get to your handout with the raises. It'd be helpful for us as we're reviewing salary. First, from the very basic standpoint. It would help us know who are the employees in the Village, what their base pay is, what each individual is costing the Village. To use income in conjunction with this handout, you gave us with the steps of the raise. That way we can get to know who our employees are in each department. What their base pay is, and if we need to make comparisons to other municipalities. If we need to increase that, we can have all that information at our fingertips. That way when we're looking at raises, we'll have that information as well. I think you all have that handout from last week. It's the one with the 1%, 2%, 3%, 4%. But once we have every single, all 41 employees and that can include the same information she's asking for. It could include the job description, their hours. Not only what they're costing the Village, but what that job is. And even if that heading was to change, we would know that someone in that role would cost the Village that amount. So, for every 41 employees, we need that basic knowledge. Just for us to start learning the departments where we are. Then in ordinance, is there anything in salary ordinances that would direct us to know about pay increases? So, looking at the salary ordinances, okay, in connection with each individual. Because right now for Council it's all in the pay ordinance, there's an increase. So, to what extent does each employee have a salary ordinance or not. Why don't we start there collecting that information? We have a full view of all 41 employees, and what their job description is. What they're costing the village. If there's an existing salary ordinance. And with that, we can look at all of that in conjunction with the one through 5%. And we can begin to better understand Taunya and I. **Davis:** I was going to say I appreciate if all of us could have that. **Nikolic:** Well, yes, I'm just saying, because we're new. It was shocking to me that there's only six people in the Service Department, I

thought was like 25. So, for example, a chart, you could start there. **Thompson:** We started doing it more recently at the request of Ms. Williams. They do bring in the org chart. When Police and Fire started their budgets, they bring the organizational chart, and they have job descriptions. So, when we go through the department's budgets, we do have the information there. But I'll do a comprehensive report showing name, salary rate, scaled in and out for a full year. So, you know the total salary and information. **Hardin:** You remember when the Police Department brought in human resource individuals and organized the same information that the chair's asking for? Do you recall that? **Thompson:** He has a program. **Hardin:** We need that if you know how to operate it or what he did. I think it needs to be done as soon as possible because that's where we are. We really need that done, even to the point it might sound antiquated. Even a work study done for each position. So, that we really know what people are doing here. Do you know what I'm saying? **Thompson:** Yes. **Williams:** So, my suggestion is, so you are not trying to create all of these things yourself. The job description that was already created, can you just ask them to add the hours to it? So, it does not become something you will have to work through. But that will give us some clarity when we are talking about who's being paid to work full-time or part-time. We can just look at those job descriptions. I will have a few questions in regular meeting on these documents. **Thompson:** All right. **Nikolic:** Do we have any further discussion for the Finance Director? **Davis:** We asked for this stuff before this time. We just got it yesterday; you just gave it to Ms. Joseph yesterday. This is a lot of information and then you gave us a lot more. We have not even really gotten a chance to look at it. **Thompson:** It was a ton of information on your list that she handed out. **Davis:** We need it before this time. **Thompson:** I hear you Ms. Davis. A lot of them I did, I fulfilled probably eight of them on the list. **Nikolic:** What I would like to point out is what I created. If you look here, it is the color coded excel sheet. It has lists of requests from Council to the different department heads. That way we can start tracking the requests that have been made. And how long it takes for us to receive them. **Williams:** We need to pull together previous requests. **Nikolic:** Right, it has been circulated. Please speak to Tanya about any request if it is not on that sheet, so that it can be updated. This is a general overview of what it looks like, but please review it. She is in the process of adding anything that was on the meeting from last night. Are there any other questions or discussions for the Finance Director?

Nikolic: May I have a motion to adjourn?

Motion to adjourn made by Hardin seconded by Scruggs

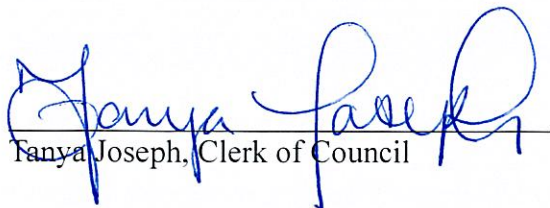
YES VOTE: Nikolic, Scruggs, Hardin, Matlock, Davis, Williams

MOTION PASSED

Adjourned at 7:03p.m.

Approved

2.27.24


Tanya Joseph, Clerk of Council


Erica L. Nikolic, President of Council