

RECORD OF PROCEEDINGS

Minutes of the Finance Committee Meeting

Held on October 7th, 2024



FINANCE COMMITTEE MINUTES

October 7th, 2024

CALL TO ORDER

Chairperson, Samantha Cahill called the Finance Committee Meeting to Order at 6:15 P.M.

Roll Call Chairperson, Samantha Cahill, Linda Hall, and Jen Warner.

Quorum Declare: 3 present, 0 absent.

Other staff attending: Mayor Ray Martin; Director of Finance, Rebecca Shipley-Arnott; and Clerk of Council, Tisha Edwards.

APPROVAL OF AGENDA AND MINUTES

Motion to Adopt the Agenda moved by Jen Warner and seconded by Linda Hall.
All in Favor.

Motion to approve the minutes from the September 16th, 2024 Finance Committee meeting moved by Linda Hall and seconded by Jen Warner.

OLD BUSINESS None.

NEW BUSINESS:

1. **Discussing the IT assistant position-** It was decided that when they spoke in the Employee Benefits meeting prior to the Finance meeting that there were a few items that needed to be addressed before making any decisions on this position. Council President Jen Warner stated that she is more interested in leaning towards contracting assistance than hiring someone full time. Her main concern for now is making sure that Director Crosten is able to have coverage to get his vacation time. Vice President Hall agrees and asked if we contract out do they come in with enough knowledge to be able to take care of the Village IT department. It was stated that yes, they would have knowledge of our system. She also asked if Garreth who is currently assisting has any degree in IT or official training. Director Crosten stated that he just has an interest but no formal training. Director Crosten stated that if he ever felt like he truly needed someone in here as continuous help, he would reach out to Council and let them know that.

2. **Discussing potential pay increases for the Police Department at budget meeting-** Lieutenant Jacobs spoke to the Committee and stated that every department around West Jefferson has shift differential pay. We do not offer this currently. One thing that we do offer is third shift 4 ten hour days instead of 5 eight hour days in lieu of that. However, he and Chief Smith would like to offer shift differential instead of the 4 ten hour days because they would have better coverage. It is important to have adequate coverage. Lieutenant Jacobs handed out a copy of the current schedule to all of the Committee members to review. Council member Cahill asked if it went by seniority, and he stated that it is a bidding process by tenure. Currently we have the 10 hour days which have a minimum of two Officers besides two days a week which on Thursday and Saturday which has three Officers. Anytime an Officer takes off on third shift outside of

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the two days it automatically invokes overtime. If the Village were to allow shift differential the department could go to eight hour days. Director Mitchell stated that doing 10 hour shifts is much harder to staff and 12 hour shifts too. Lieutenant Jacobs stated that a lot of departments do 12 hour shifts but have more people to be able to do so. There are agencies advertising 12 hours shifts with every other weekend off. Lieutenant Jacobs is the scheduling officer and stated that it is challenging at times. He stated they used to fight over overtime and now its hard to give it away. They are finding that time with family is more important now than it was in the past. Finance Director, Rebecca Shipley-Arnott shared information about the upcoming increase with insurance healthcare costs. The insurance representative stated that the Village would have an increase of 40% or more. For an example if you have an employee that is paying family insurance. If you are an hourly employee at an average rate at 5% your increase would be \$131 a pay period. At 7% increase it would be \$184 increase per pay period. For an employee at 5% increase with health care we are giving them a \$15.81 raise a week. At 7% we are giving the employee a \$42.21 raise per week. That is at a 40% healthcare increase. If it comes in at 45% increase it will be even less. Mayor Martin stated that of course there is always another option too and he always goes to Cost of living adjustment (COLA) and if we brought that up to 7% that would bring everyone to current. The Finance Director stated to look at the last page of the packet shows Mt Sterling, Madison County and what COLA and inflation is. To be even with COLA we would need to do 7% increase this year. The year the COLA was 8.7% we only gave a 3% raise. In 2021 when HR Manager Jackie Tiberio came back to the Village she reviewed many of the positions to make sure they were paying correctly. They reevaluated some of the positions and increased the pay. The Finance Director stated that she feels very strongly that we should look at the Police Department and that we should do shift differential. HR Manager Jackie Tiberio stated that it was a lot for them to suggest shift differential too because that can be somewhat of a nightmare for payroll. But it will be fair. Council member Samantha Cahill asked if anyone had contacted Plain City about their healthcare costs and the Finance Director stated that they did reach out. They learned that ours was a little better. Mayor Martin stated that we have great employees, and we want to make sure to retain them. He stated that in the past our HR Manager has looked into MORPC and other salary comparisons to make sure that our pay is staying current. HR Manager Jackie Tiberio stated that she does do that if there is a new position or if someone mentions that they think something needs to be looked into. The last time that she looked at numerous positions was back in 2021 when she was asked too. Council member Samantha Cahill stated that she knows she is the one who always kicks back about finances but when we try to compare ourselves to Plain City we need to keep in mind that they are growing exponentially, and they are going to have more calls and more people. The Finance Director and the HR Manager did comment that normally when doing a comparison in the past they used Hilliard and Grove City in their comparisons but only use Madison County now because we cannot keep up with Franklin County. Lieutenant Jacobs stated that they spend an incredible amount of time out at the warehouses. Thefts, fights, domestics, etc. Our daytime population goes up by about 15,000 with the warehouses. President Warner stated though that just remember if we didn't have those warehouse out there West Jefferson would not have a lot of the things that we do or be able to offer the pay we do. Lieutenant Jacobs stated that the Sheriffs Department negotiates for 3 years. They get their initial pay and then it will go up 5% for the next 2 years which a lot higher than it normally is. President Warner asked what they are looking for at shift differential. The Finance Director stated that \$.75 was discussed for employees that work in between 12 am and 8 am but that has not been finalized. President Warner stated that she would like that to be determined before budget time so that we could let our Officers know that it is coming and possibly have better retention before we lose any others. Lieutenant Jacobs read a quote that was on one of the FB pages that many of the Police Officers are a part of and it stated, "Worry more about retention and worry less about recruitment". The Finance Director wanted to say to the Committee too that they needed to remember that we have reduced items on the Police budget by almost \$81,000.00 less than last year's due to changes with the 911 Call Center.

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3. **Letters to organizations for event donations-** There was a letter and application created for the organizations that we normally distribute monies too for events. Finance Director Shipley-Arnott gave the amounts for what we have been paying each organization and asked if the Committee was ok with those numbers and they agreed they were. If those organizations want to request more funds, they will need to complete the application and provide financials before the Council will look at doing so. They will have until 10/25/24 to submit the applications for the 2025 budget and the checks will be dispersed to the organizations at the March 17th, 2025 Council meeting. Once those monies are distributed they cannot come back that year and ask for more funding. They will have to wait to the next budget cycle to do so.

4. **Net Profit Return further discussion-** The Finance Director discussed this with the Committee before that currently the state does not charge interest or penalty if the Village chooses to continue to have the negative distribution moved forward. It will probably take quite a while for them to do so, but she will keep an eye on it and make sure they are not charging any penalties or interest, but she thinks that we should let it ride instead of paying them. This happens because someone has elected to let the State prepare their net profit returns and someone has asked for a big refund. The Committee agrees to allow her to review that and hold off on paying that as long as there are no penalties.

5. **Miscellaneous additional items-** Finance Director Rebecca Shipley-Arnott asked the Committee if they would allow her to pay the fee for the software for the Utilities Department. It will be in two payments, and each are under \$10,000. The money was already budgeted in the 2024 IT budget. This is also the same with the new Municode software for the Villages Codified Ordinances. Clerk of Council, Tisha Edwards stated that we currently use American Legal Publishing, and this new software is more up to date and will be linked with our new website which are both ran by CivicPlus. The cost is under \$10,000 and was also budgeted in the 2024 IT budget. The Committee members stated that they were fine with both.

ADJOURN

Motion to Adjourn by Chairperson Samantha Cahill at 6:44 p.m. Motion moved by Linda Hall and seconded by Jen Warner.

All in favor.

Tisha Edwards 10-22-24
Tisha Edward Date
Clerk of Council

Samantha Cahill 10/21/24
Samantha Cahill Date
Chairperson