

Minutes of April 4, 2017

Record of Proceedings

Special called meeting of the Washington Township Board of Trustees was held at the Washington Township Administration Building, 6200 Eiterman Road, Dublin, Ohio, on April 4, 2017, at 6:00 p.m. Meeting was called to order by Mr. Gene Bostic, Chair and the meeting opened with the Pledge of Allegiance.

Roll call – Mr. Gene Bostic, Chair – Present
 Ms. Denise Franz King, Vice Chair – Present
 Mr. Charles Kranstuber, Trustee, - Present

Wellness Rewards for 2017:

Motion by Mr. Kranstuber, seconded by Ms. King, to approve the 2017 Employee Wellness Program as presented and recommended by the Employee Communications Committee and the Department Heads. Motion passed.

#2017.04.04.001

Append #001

Discussion:

Ms. Sara Ott, Township Administrator, gave an update on the interviews conducted for the Information Technology (IT) Specialist Position. Ms. Ott stated there was no advertising done for this position due to the fact there is a candidate currently working on the Township's computer systems through our contracted services contract and to whom the interview panel feels would be a good fit and an asset to the Township and feels this person would be a loyal employee. However, after doing some Microsoft Standardized testing the technical skills are not where they should be but through proper development, training and hands on experience, these skills can be acquired. This candidate would be hired at a lower base salary if the Trustees approve and will have structured performance measures and work time line goals required. A new job description will be drafted and will be brought back to the Trustees for approval with a Resolution for hire. Trustees appreciated the update and directed the process to move forward.

Township Administrator's Position:

The Trustees stated Ms. Ott has done an excellent job as the Township Administrator and has accomplished the majority of the items on the Novak Study and thank her for a job well done.

Moving forward the Board of Trustees has to determine the need for the Township Administrator's Position, what the job description/job functions will be, what is the work load, the skill sets, etc.

Fire Chief Alec O'Connell did a Power Point presentation on the position which included the history of the position, the Novak Study's recommended organization chart, our current organization chart, and a proposed organizational chart, the Township Administrator's salary structure and how it compares to other Townships.

Mr. Kranstuber asked Ms. Ott, now that the Township does not have Parks and Recreation, and on the way to not having Zoning and other different things, are you busy 8 hours a day? Do you have enough to keep you busy? Ms. Ott answered, right now she said yes she is, but said she does not foresee it staying this way in the future and in the long run. The reason it is right now is because of dealing with purchasing, IT and Zoning issues and that is what fills up the day. Bringing in house the IT will help with those issues and not having to deal with the intergovernmental relationship issues which we are having right now.

Mr. Kranstuber asked what percentage of Ms. Ott's 40 hours a week is spent on dealing with Fire Department and its issues. Ms. Ott responded maybe an hour or 2 a week which includes face to face time with Chief O'Connell, she stated she does not spend time on the operational side of the Fire Department. She has spent time on the personnel issues and figuring this out. She feels the Administrator should review all contracts of the township, however.

Mr. Kranstuber asked how Ms. Ott would feel about having the possibility of a two position Administrator position, such as Administrator/Personnel Director or Administrator/Public Relations Director, etc. Ms. Ott stated there are Townships that have the Administrator's position structure that way and given the size of Washington Township it could be done this way. However, the Trustees need to inventory how they want things done in the future, how do the trustees want to interact and communicate with the public and other agencies. Ms. Ott stated the Trustees need to look at the Human

Resources position and what is being done and maybe put more staffing towards HR. This last year HR (Catherine Grossman) has been extremely busy with promotions, the interview processes, hiring, handling all the HR Generalist position that was eliminated, employee benefits, hiring, employee relations, employee performance evaluations, etc. Also, the Trustees may want to look at the PIO position and its functions as well.

Ms. Ott stated a lot of the Administrator's position is spent on working with staffing on the big picture items and working backwards to get there.

Mr. Kranstuber asked the question to Ms. Ott, do you have a strong opinion on whether or not the Township Administrator should be over every department including the Fire Chief or whether there should be two people reporting to the Board of Trustees (Administrator and the Fire Chief). Ms. Ott said she has two reactions to the questions; at some point you can get there if that is the Boards desire but at this point Chief O'Connell would have to be trained on some of the issues currently being worked on and would have to rely on legal to look at contracts.

Ms. Ott stated she doesn't foresee the candidate for the next Township Administrator's position needing a marketing back ground, or the need to do much community engagement except for the next fire levy, no external conflict resolution skills; they won't be walking into a group of neighbors that hate each other and the need to find a common ground, etc., These are some of the skills Ms. Ott has but not a need for at Washington Township. Skills that would be helpful would be contract review/negotiation, Zoning and legislative experience and IT.

Motion by Ms. King, seconded by Mr. Kranstuber, to direct the Township Administrator to contact Novak Consulting to request a study to be done on the Township Administrator's current position, considering the last three years of changes made to the Township, to work with and interview the Township Trustees, Ms. Ott and Fire Chief O'Connell, as to their expectations, needs and desires of the position, to make a recommendation and restructuring of the position, and to the restricting of the organization chart, to make a salary recommendation and then to further assist in the hiring process of a new Township Administrator, with a budget amount not to exceed ten thousand dollars (\$10,000).
Motion passed. #2017.04.04.002

Executive Session for Personnel Matters:

Motion by Mr. Kranstuber, seconded by Ms. King, to adjourn into executive session for the discussion of Personnel Matters, per the request of the Township Trustees and per the Ohio Revised Code Section #121.22 (G)(1) at 7:12 p.m. The roll was called up on with all members of the Washington Township Board of Trustees that were present voting aye. Motion passed. #2017.04.04.003

Reconvened Meeting:

Meeting reconvened at 7:43 p.m.

Replacement of Water Heater:

Motion by Ms. King, seconded by Mr. Bostic, authorized the Township Administrator to move forward and to replace the water heater at Station #91 with Air Force One Mechanical as requested and as needed.
Motion passed. #2017.04.04.004

Adjourn Meeting:

Meeting of April 4, 2017, adjourned at approximately 7:45 p.m.

Mr. Gene Bostic, Chair

Ms. Joyce E. Robinson, Fiscal Officer