



**OPERATIONS COMMITTEE
MEETING MINUTES
SEPTEMBER 20, 2022**

CALL TO ORDER/ROLL CALL

Interim Chair Daniel Swartwout called the September 20, 2022, Operations Meeting to order at 6:30 p.m. Committee Members present included: Daniel Swartwout, Jon Bennehoof and Seth Camick. City Staff present included: Andrew White, City Manager; Jeffrey Tyler, Assistant City Manager; Jason Nahvi, HR Business Partner; Steve Hrytzik, Police Chief; and Amy Deere, City Clerk.

APPROVAL OF MINUTES

Approval of the Operations Committee Meeting Minutes of September 7, 2022.

[Operations Committee Minutes 09.07.2022.pdf](#)

MOTION: Jon Bennehoof moved to approve the Operations Committee Meeting Minutes of September 7, 2022. Seth Camick seconded the motion.

VOTE: Y 3 N 0 (None) AB 0 (None)

Motion passed, Operations Committee Meeting Minutes of September 7, 2022, approved with a vote of 3-0-0.

TODAY'S BUSINESS

Personnel and Employee Handbook Update - Andrew White

City Manager White began discussion by recognizing Jason Nahvi and Staff for their work and dedication to this update. He advised the draft has been completed and has some contemporary updates to language within. Also included, are provisions with regard to Council management relations.

HR Business Partner Nahvi added this was an overhaul of updating policies and adding things such as medical marijuana to the drug free policy/infectious disease control and wishes to speak to these at the committee level.

Interim Chair Swartwout asked what the expected time would be for the committee to see the draft of the handbook at the committee level. City Manager White advised the draft could be presented to the committee at the next meeting scheduled for October.

Interim Chair Swartwout stated a small overview of changes were provided but asked if there was anything further the committee should be aware of.

HR Business Partner Nahvi said there was not anything too drastic. There is more depth to the handbook adding things such as a resignation and retirement process, which were not listed in the current handbook. Additionally, information on tuition reimbursement, more information on the disciplinary policy, transferring sick leave and vacation balances if there is prior service with a different agency within the State of Ohio. There is information regarding integrity, statements of confidentiality, and accommodation for religious beliefs. There is also information on background checks and merit increases.

Committee Member Bennehoof spoke specifically about social media comments and arguments for advanced discussions about first amendment rights. He would like to know if it could be stated legally that an employee may not besmirch the City if you are an employee, Council member, committee member or Staff.

HR Business Partner Nahvi stated there is an updated policy on this topic, which applies to all individuals mentioned by Committee Member Bennehoof.

Police Analysis Study - Andrew White

City Manager White stated as established with the City Council legislative goal setting session in February of this year, there were two items for review under public safety, the mutual aid agreement we have with other local jurisdictions of law enforcement agencies and secondly, a staffing analysis.

Central Ohio is in the midst of a growth pattern with an expectation of a population increase would be borne by the City of Powell, as a member of Delaware County, with an established estimate of one million new people coming into the community in the next generation.

Additionally, he spoke of changing borders due to annexations since the footprint of the City Police total personnel has been increased. At the conclusion of 2023, there will be a negotiation with FOP, of the next three-year contract with both patrol and sergeant units.

City Manager White stated as an outcome of the discussion in the spring, four proposals were solicited and have selected one and put forth appropriations to pay for; CPSM, which is an ICMA consulting group which consists of former police, fire and academic individuals.

Chief Hrytzik has reviewed shift structure and looked at different things that could be a matter of negotiations in the contract. For these reasons, legislative approval by Council will be pursued to achieve the outcome of the goal as set forth in doing the staffing assessment and find out what the footprint of the Police Department should look like in the future to maintain the expectation of superior quality service delivery.

Committee Member Camick asked when the results of the analysis would be available. City Manager White advised he believed it was in sixty to ninety days from the start date, hopefully by March.

Committee Member Bennehoof asked if the patrol and sergeants negotiations were synced. City Manager White advised they are grouped together. Committee Member Bennehoof also asked

if the dog was a part of the head count, budget wise. City Manager White advised the dog is a part of the budget, but not shift strength.

Committee Member Bennehoof spoke about the DROP Program and there was discussion and explanation of this program. City Manager White stated the DROP Program is a benefit that everyone is eligible.

City Manager White stated what the Police Department is trying to achieve is to make the department better and preserve it into the future. Several mechanisms would be looked into for the study, such as population, other similar situations in Ohio and other similar situations in the country.

Interim Chair asked if the Police Department had undergone any kind of study such as this in the past.

Chief Hrytzik advised the Police Department has done their own analysis in the past, using similar formulas. This would be the first time the department has done something this advanced.

Other Business

City Manager White spoke of IT updates. He advised the devices for Council have been delivered and Staff is currently working with KGT, the consultant, to have everything ready to go as well as working on scheduling training for Council and hopefully by the first of the year, Council will have their devices and know how to use them and the programs.

City Manager White mentioned his attendance at the 108th Annual ICMA Conference. Council supported the issue as part of the central Ohio community and Powell was represented at the conference.

He also spoke of recruitments still open, there is a new service worker that began last week which has been a great help. The Services Director will come aboard early October, and Staff is moving forward with recruitment within the Building Department, and expect to fill, by fall.

City Manager White also spoke of the Finance Director diligently working with Staff on the Operations Budget and the CIP. There is a lot of momentum going into the start of fall and looking forward to getting things accomplished.

He also spoke about the attritional loss with Chris Huber's position in Engineering; there is another appropriation on Council's agenda for this evening, to redistribute some of the salary wages to one of our consulting engineering firms, EHM&T, and support on that. Those dollars would support the access of engineering, should something arise in the absence of a full time engineer.

Committee Member Bennehoof stated in meetings past, it was discussed to have an additional citizen representative and wanted the committee to keep that in mind.

FUTURE BUSINESS

Next Operations Committee Meeting Scheduled for October 18, 2022, at 6:30 p.m.

ADJOURNMENT

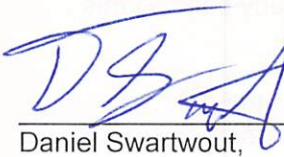
MOTION: Jon Bennehoof moved to adjourn. Seth Camick seconded the motion.

VOTE: Y 3 N 0 (None) AB 0 (None)

Motion passed with a vote of 3-0-0.

Meeting adjourned at 6:54 p.m.

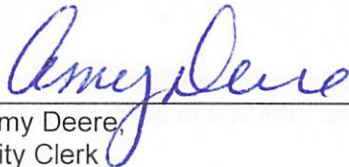
MINUTES APPROVED: OCTOBER 18, 2022



Daniel Swartwout,
Interim Chair

10-18-22

Date



Amy Deere,
City Clerk

10-19-22

Date

