



**OPERATIONS COMMITTEE  
MEETING MINUTES  
NOVEMBER 21, 2023**

**1. CALL TO ORDER/ROLL CALL**

Chairman Jon Bennehoof called the November 21, 2023, Operations Committee to order at 6:30 p.m. Committee members present included Christina Drummond, Council Representative; Jon Bennehoof, Council Representative; Ferzan Ahmed, Council Representative; and Seth Camick, Citizen Representative. Staff present included Melissa Hindman, Recreation Manager; Jeff Tyler, Assistant City Manager; Rosa Ocheltree, Finance Director; Jason Nahvi, Human Resource Manager; and Andrew White, City Manager. Also present was Mayor Daniel Swartwout.

**2. APPROVAL OF MINUTES**

a. Approval of the Minutes from the Operation Committee Meeting held on October 17, 2023.

MOTION: Seth Camick moved to approve the Minutes from the Operation Committee Meeting held on October 17, 2023. Christina Drummond seconded. Motion Passed.

VOTE:            Y-4                    N-0                    AB-0

**3. TODAY'S BUSINESS**

a. Employee Handbook Update and Presentation, Jason Nahvi, Human Resource

Jason Nahvi provided that the proposed Employee Handbook for 2024 is an update of a 2015 version. This handbook was reviewed by the City Labor Attorney, with recommended changes included. There are 11 sections to the handbook. He provided changes to each section.

For the Introduction and Administrative Policies Section there was changes to employment classifications relating to definition of exempt and non-exempt employees, as well as classified and unclassified employment. Performance reviews is now recommended to go to monthly meetings to assist in growth of employees. Language was added for promoted employees with a probationary period. New policies include the Management Rights, expresses City's right to enforce policies as it sees fit, the right to determine the city structure. Pay Determination, sets procedures for pay determination on employment offers. Merit Increases, guidelines for determining yearly pay increases. Background Checks, procedures for checks on new employees.

Workplace Standards and Ethics sets the standards for how employees interact and behavior both internally and externally. Included updates: EEO, Anti-Harassment Anti-Discrimination, ADA, Ethics of Public Employment, Fraud Reporting and Whistleblowing

Protection, Political Activity, Nepotism, Outside Employment, Gifts, Gratuities and Entertainment, and personal appearance. This section shows a commitment to Diversity and Inclusion, accommodations for religious beliefs, employee honesty with City activity, solicitation, and employee fraternization or romantic relationships.

Workplace Safety updates includes that the City is a drug-free workplace and adds definition on controlled substances and medical marijuana and CBD. A section was added for pre-employment drug screen. Electronic cigarettes were included in the handbook. Workplace violence protection discussed that weapons are not permitted in buildings, but can be stored in vehicles.

Hours of Work is related to time keeping. Added to the policy was job abandonment and that for no call/no show after 3 days in a row allows for discipline of the employee, including potential termination. This would be looked at the circumstances.

Time Off and Leave of Absence Benefits will have an impact on recruitment. It is proposed to include Veteran's Day and Juneteenth, which was included in the FOP. Vacation accrual was increased to match the FOP. New employees have a limit of no more than 800 hours of sick leave transferred. There were new policies relating to sick leave donation policy, and also new language for a bereavement policy. Witness Duty defines personal or city related subpoenas and time-off from work. Voting allows employees time to vote during work hours.

Employee Conduct, Responsibility talks about how employees handle themselves when working with co-workers and interacts with the public. New language was added to address driving requirements in city vehicles. Also clarifies speaking with the media. New policies include a statement of confidentiality and the employee's handling of confidential information. Certain positions will require a valid driver's license and the City will conduct yearly BMV checks to make sure employees are compliant. There are expectations set for communication between staff and City Council.

Discipline created procedures and steps. This added more steps to include verbal warning, written warning, suspension or termination. It stresses the importance of documentation.

Employee Benefits talks about the benefits the City offers and provides an insurance benefits overview. New Policies discuss the Employee Assistance Program, Retention Incentive, Tuition Reimbursement, Continuing Education, Pension Funds. Transitional Work Program is a new program to help injured workers return to work when on light duty.

Use of City of Property deals with accidents, traffic citations. It also deals with City issued computers and technology use. The social media policy was expanded. The section reminds employees that everything is considered a public policy.

Employee Resignations and Retirements is a new section that did not have process previously. This section deals with leave time cash-out, sick leave cash-out and reduction in force. Employees are asked to give a two week notice for retirement. Re-hiring retired OPERS Members, creates a retire/rehire process.

Christina Drummond questioned how much the policy is applicable to the City Council. Ferzan Ahmed questioned if City employees are considered At-Will and is there longevity pay, and bereavement policy. For bereavement will provide a separate bank of time.

b. Special Events

Finance Director Ocheltree discussed that during the 2024 Budget Review there was a conversation on the projected 2024 calendar events. She discussed the 2024 Budget summary. Events for 2024 can be scheduled similar to 2023, but both staff and the entertainment consultant is requesting additional funding. She addressed that the entire budget for 2023 will be spent. Christina Drummond requested a breakdown of budget categories to show the need for the increase in funding. The 2024 event schedule includes Third Fridays, which had the intent to bring traffic/residents to the downtown. Also included was Lolli-Pops! Children Entertainment Series, Community Engagement Events, Powell Festival, and Powell Community Band- Concert on The Green Series.

Christina Drummond discussed comments received by citizens regarding the challenges of attending the Lolli-Pops events due to being held on a weekday. She questioned if it could be shifted to a weekend am. Melissa Hindman discussed there is good attendance, and if was moving to the weekend, it would need to be balanced out with shelter rentals. Chairman Bennehoof voiced concerns on staffing availability if the event moves to the weekend. It was discussed to see if some of the events can be held on the weekend. Christina Drummond also discussed data on how many are attending events. There is not actual data of attendance, due to these events are not ticketed. Third Friday events in the beginning of the year have lower attendance due to weather. It is proposed to cancel the January event due to past poor attendance. The Egg Hunt is always well attended and can occur indoors if there is inclement weather. Melissa Hindman discussed methods of collecting estimated attendance of events. Christina Drummond also discussed the Community Attitudes Survey to have more diversity of events, especially to meet needs of young professionals and older adults. Rosa Ocheltree discussed starting the conversation, and looking to have the City promote events, such as, the Powell Community Band. Christina Drummond discussed the school music programs and look at partnering with the schools to showcase their talents.

Chairman Jon Bennehoof thanked Grant Crawford for the efforts by staff for a flag refresh for Veterans Day. In the future, he would like to see this occur by a community event. Christina Drummond also discussed the bike parade for neighborhoods for July 4<sup>th</sup> and if this can be something that can be advertised. It was also discussed to take the opportunity to collaborate with the Township on events. Rosa Ocheltree also discussed the recommendation to remove the Fall Festival. This event had a low attendance and can be difficult to staffing. The entertainment consultant recommended moving the event to September, however this can be a conflict with the Township events. Christina Drummond discussed looking to collaborate with the Township, as to not create competing events. Rosa Ocheltree discussed that the contract expires with Marquee and that they have requested a \$25,000 increase for a renewal. It was discussed that every three years a contract will need to go to bid. Christina Drummond voiced concerns over the increase without knowing more information and what the economic development impact. Chairman Jon Bennehoof spoke on the need to balance concerns of economic development with community service and goodwill that events provide to the community.

