

**VILLAGE OF CHAGRIN FALLS
ADMINISTRATION AND COMPENSATION COMMITTEE
January 12, 2023**

Members present: Corkran, Grube, Subel
Also present: Mayor Tomko, Jamieson, Gergye, DeBernardo

The meeting was called to order at 7:09 p.m. by Mr. Subel.

Moved by Ms. Grube, seconded by Mr. Subel to amend the agenda to include the nomination of the committee chair. Carried. Ayes: Corkran, Grube, Subel. Nays: none.

ELECT COMMITTEE CHAIR

Moved by Ms. Grube, seconded by Mr. Corkran to nominate Mr. Jack Subel for committee chair. Carried. Ayes: Corkran, Grube, Subel. Nays: none.

APPROVAL OF MINUTES

Moved by Mr. Subel, seconded by Mr. Corkran to approve the minutes from the November 17, 2022, meeting. Carried. Ayes: Corkran, Grube, Subel. Nays: none.

BOOT ALLOWANCE POLICY

Mr. Jamieson shared that the boot allowance for employees in the Street and Utilities departments, as well as the Building Inspector, has been \$125 for over 20 years and is not clearly written in the village policies. The village would like to increase the allowance to \$200 and write it more clearly in the policies and procedures.

CELL PHONE POLICY

Mr. Jamieson explained that the cell phone policy we currently have was a policy created many years ago and is not clearly written in the policies and procedures. This new policy would be an updated version that would include more employees and be paid out on a biweekly basis.

TRAVEL EXPENSE POLICY

Mr. Jamieson explained the current policy and the issues that have been experienced. The new policy would go off the GSA reimbursement schedules, to avoid continuous amount changes to the policy.

PARENTAL LEAVE POLICY

Ms. Gergye shared an explanation of why this policy is being added and the steps that were taken to create what we have. There was a lot of research done and we landed on a policy that is very

middle-of-the-road but still fair. She walked through the policy and answered any questions that the committee had.

ADJOURNMENT

The meeting was adjourned at 7:50 p.m.

Jack Subel, Committee Chair
MNM