

January

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 1:00 pm AD HOC Committee	4
5	6 6:15 pm Tech & Comm Committee 7:00 pm City Council	7	8	9	10	11
12	13 6:30 pm Electric Comm. 6:30 pm BOPA 7:00 pm Water and Sewer Comm. 7:30 Muni Prop. Comm.	14 4:30 pm BZA 5:00 pm Planning Commission	15	16	17	18
19	20 6:00 pm Tree Commn. 6:00 pm Parks & Rec Comm. 7:00 pm City Council	21	22	23	24	25
26	27 6:00 Finance & Budget Comm. 7:30 Safety & Human Resources Comm.	28 4:30 pm Civil Service	29 6:30 pm Parks & Rec Board	30	31	

City of Napoleon, Ohio
AD HOC Committee
Special Meeting Agenda
Friday, January 3, 2025 at 1:00 PM

Location: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

- 1) Approval of Minutes: December 6, 2024 (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) Performance Evaluations
- 3) Executive Session
- 4) Any Other Matters to Come Before the Committee
- 5) Adjournment



Mikayla Ramirez, Clerk

City of Napoleon, Ohio
Special AD HOC Committee Minutes
Friday, December 6, 2024, at 12:00 pm

Present

Council Members	Brittany Schwab-Chair, Robert Weitzel, Jordan McBride
Clerk of Council	Mikayla Ramirez
City Staff	Brittany Roof

Call to Order

Clerk of Council Mikayla Ramirez called the AD HOC Committee meeting to order at 11:59 pm.

Elect a Chairman

Ramirez said, I will ask each member in order of seniority for a nomination for chairman.

Weitzel said, I nominate Brittany Schwab.

Schwab said, I nominate myself.

McBride said, I nominate Brittany Schwab.

Motion: McBride

Second: Weitzel

Motion to appoint Brittnay Schwab as chairman of the AD HOC Committee

Roll call on vote on the above motion:

Yea- Weitzel, Schwab, McBride

Nay-

Yea- 3, Nay- 0. Motion passed.

Performance Evaluations

Roof said, I know you have all seen this form before and Robert has given me some feedback for changes for the form. I am looking for directions from you all because all the other departments use a similar form or have made it more specific to their department. They all handle the documents themselves then put them in the folder for me. Some departments do them at the end of the year once they've finished their 1-year probation period. So, I am just looking for some direction on if we want to change the form or if you want to examples I can provide those too. McBride said, my biggest concern is getting goals tied into it. Right now, I think it is a good form being generic, but it is very generic then, you get 7 different opinions. I would like to see goals set by council and the individuals and then being able to grade against those goals. Roof said, a layout of a form you could see, and I can change it year by year. I can have a section for the previous year's goals set and then, I can also do a section with that of generic goals that are set with their specific job description. McBride said, yes, something like that. Weitzel said, I don't disagree with Jordan saying the form is good, but I thought we did that well with the forms/reviews from last year. Did you see those, Jordan? McBride said, I saw them but I did not participate. Weitzel said, we gathered them together and averaged them, then the president made a list of highs/lows. Then, they were all presented to those directors for the purpose we set. This year they weren't specifically outlined in the form but if those were put into that with just the lows that might be a good addition. McBride said, to build on that it provides direction for the year and not just a generic form. Weitzel said, what timeline were you thinking for intermediate checkups. Are we going to do these reviews more than once or are we going to wait the whole year. McBride said, maybe quarterly. Roof said, we can put it on one form, but one page can include the quarterly check-ins. You also mentioned changing the rating categories. Schwab said, I feel like there needs to be a metric to measure the performance. Weitzel said, is this form only used by directors. We aren't discussing all those forms right now, just ours right. Roof said, yes and if we want to change anything we will need to discuss it with Andy.

Weitzel said, the employee manual 8.10 Comprehensive Review, does it apply to all employees, including directors and the answer I got was yes, it does. In 8.10 it says, "Should such employee receive 3 or more marks/comments of not "satisfactory" on the last review such employee shall not be entitled to any increase in compensation." The form doesn't even have the choice of not satisfactory and for it to apply to policy. McBride said, so, on any of these not just the category. Weitzel said, at the where it says "not applicable" there needs to be one more that says, "not satisfactory" or you will never be able to mark it as not satisfactory. We should remove the blank box and have a place to mark "not satisfactory" and then an explanation. I know that was on my forms back in the day. Schwab said, do we need to add what types of increase/merits. Weitzel said, it says "any." I don't know how well you looked at the documents Councilman Weaver had, if you want to add anything as far as weights go. Roof said, not exactly a weighted factor but putting it on a scale from 5-1. Then, you can still go through those terms, and we can set up what the 5-1 scales mean, then at the end we can take the average of those numbers. So, you could say anything below a 3 gets this or you get nothing at all. Weitzel said, maybe we will need further discussions on that and example pages for future meetings. I think if we made the correction now that it matches the employee manual at least we will be able to follow through the following year. Roof said, I say this lightly, as I have free time we are trying to combine the Personnel Code into the Employee Policy Manual and just have one. Once we do that it will be presented to council and there are some changes that they want to make. I plan to present that to council by March at the latest. McBride said, I didn't know if the weighting factor is necessary. Weitzel said, I agree but I was willing to give it's voice. McBride said, however, I will say he has some nice layouts of objectives and measurables. It will also have to be specific to the job title. Roof said, I will gather this information for the next meeting. Weitzel said, it seems outstanding and exceeding expectations seems like the same thing, we should remove one. Roof said, I can provide a few new examples of the forms.

Executive Session (pending or imminent court action)

Motion: Weitzel

Second: McBride

To enter executive session for compensation of personnel at 12:23 pm.

Roll call on vote on the above motion:

Yea- Weitzel, Schwab, McBride

Nay-

Yea- 3, Nay- 0. Motion passed.

Motion: Weitzel

Second: McBride

To end executive session for compensation of personnel at 2:06 pm.

Roll call on vote on the above motion:

Yea- Weitzel, Schwab, McBride

Nay-

Yea- 3, Nays- 0. Motion passed.

Adjournment

Motion: Weitzel

Second: McBride

to adjourn the AD HOC Committee at 2:07 pm.

Roll call on vote on the above motion:

Yea- Weitzel, Schwab, McBride

Nay-

Yea- 3, Nay- 0. Motion passed.

Approved

DRAFT