

Village of Bremen

Administration Process Meeting Minutes

3-15-23

Attendance: Mayor Anthony Taylor, Village Administrator Billy Robinette, Committee chair- Nakia Bailor, Deborah Wolfe, Savannah Westenbarger.

Called to order at 17:37

- **Finalization of Handbook**- update on changes made.
- Added part time employment benefits.
- Reviewed minor changes made to handbook (ex: 2 instead of 3 employees must elect insurance for village to offer)
- Reviewed new gun carry laws in Ohio- no indicated change to handbook at this time.

- **Review all positions job descriptions** – make recommendations.
- Village Admin position job description reviewed by all.
- Changed Necessary special requirements of casual labor position from 18 and older to 15 and older.
- Water operator salary position- job description currently exists and not changes are indicated currently.
- **Work instructions**
- Discussed Parks and Pool request for update job descriptions for seasonal pool workers.
- Decided by this committee that those should be work instructions and code of conduct and not in job descriptions.

18:20 Billy Robinette Leaves meeting

- Reviewed timeline of Billy job transfer in regard to when his new annual evaluation should be performed.
- Billy accepted the Village Administrator position in September 2022.
- The committee will suggest to the council that his new yearly evaluation should occur annually in September.

Meeting Adjourned at 18:27

