



# STARK-TUSCARAWAS-WAYNE JOINT SOLID WASTE MANAGEMENT DISTRICT

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David Held                      Erica Wright  
*Executive Director*            *Finance Director*

## PERSONNEL COMMITTEE MEETING MINUTES

Thursday, February 23, 2017 @ 9:30am

### All Personnel Committee Members Present

- Janet Weir Creighton, Stark County Commissioner
- Ann Obrecht, Wayne County Commissioner
- Joe Sciarretti, Tuscarawas County Commissioner

### 1. Approve Thursday, February 23, 2017 Personnel Committee Meeting Agenda

- ❖ Resolution PER-2017-01: Member Creighton moved and Member Sciarretti seconded a motion to approve the February 23, 2017, Personnel Committee meeting agenda. The motion passed unanimously.

### 2. Approve Thursday, February 4, 2016 Personnel Committee Meeting Minutes

- ❖ Resolution PER-2017-02: Member Creighton moved and Member Obrecht seconded a motion to approve the February 4, 2016, Personnel Committee meeting minutes. The motion passed unanimously.

### 3. Executive Session to Discuss the Following:

- Evaluation for the Finance Director
- Evaluation for the Executive Director
- Before entering Executive Session, members were given the following handouts:
  - The Executive and Finance Directors' completed 2015 evaluations (including their 2015 accomplishments and 2016 goals)
  - The Executive and Finance Directors' 2016 self evaluations (including their 2016 accomplishments and 2017 goals)
  - A breakdown of District staff members and grant programs from 2007-2016
  - A breakdown of the District recycling drivers' working hours from 2011-2016
  - The 2017 District organizational chart.
    - a) The chart includes positions that had been eliminated (Assistant Director, Grants Administrator, and Assistant Treasurer) due to the decrease in revenue to show the District's staff transition.

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### Board of Directors

*Stark*  
Janet Weir Creighton  
Richard Regula  
Bill Smith

*Tuscarawas*  
Chris Abbuhl  
Kerry Metzger  
Joe Sciarretti

*Wayne*  
Ron Amstutz  
Ann Obrecht  
Sue Smail

**February 23, 2017, Personnel Committee Meeting Minutes cont.**

- b) The Executive Director and Finance Director report to the Board.
- c) The District currently has a fleet of seven full-time drivers including the Lead Driver and three part-time drivers that pick up recyclables at the 100+ recycling drop-off sites in Stark and Wayne County. Privatizing this service has been explored but private companies do not pick up on Sundays and holidays, and these are the times the site traffic is heaviest. District staff also provide timelier cleanup of dumped materials.
- d) The Utility Worker exclusively cleans up all the trash at the recycling drop-off sites; the former Utility Worker is now a full-time driver, which leaves that position vacant.
- e) The current Recycling Coordinator is interested in taking over the position, which would leave the Recycling Coordinator position vacation, and while the District will not officially eliminate the position, there are no plans to fill it.
- f) The District would like to fill the currently vacant Administrative Coordinator position as the title and responsibilities in the job description better reflect the District's current needs. The candidate would serve as backup and support to the Administrative Director and needs to be proficient in Microsoft Office (potential candidates will be tested).

❖ **Resolution PER-2017-03:** *Member Creighton moved and Member Sciarretti seconded a motion to enter executive session to complete Finance Director Wright and Executive Director Held's performance evaluations.*

*A Roll Call vote was taken:*

*Creighton – Yes      Obrecht – Yes      Sciarretti – Yes*

*Motion passed unanimously.*

- The Personnel Committee went into executive session at 9:50am. The Personnel Committee came out of executive session at 10:29am.

**4. Other Business**

There was no other business.

**5. Adjournment**

Member Obrecht adjourned the meeting and said the Committee will finish the evaluations before the Board of Directors meeting next Friday, March 3, 2017 at 8:30am.



3-3-17

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Rachel Rothacher, Board Secretary

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Date