



STARK-TUSCARAWAS-WAYNE JOINT SOLID WASTE MANAGEMENT DISTRICT

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David Held
Executive Director

Erica Wright
Finance Director

PERSONNEL COMMITTEE AGENDA

Friday, July 14, 2017 @ 9:00am

Personnel Committee Members Present

- Janet Weir Creighton, Stark County Commissioner
- Ann Obrecht, Wayne County Commissioner

Personnel Committee Members Absent

- Joe Sciarretti, Tuscarawas County Commissioner

1. Approve Agenda of the July 14, 2017 Personnel Committee Meeting

- ❖ ***Resolution PER-2017-01:*** Member Creighton moved and Member Obrecht seconded a motion to approve the July 14, 2017, Personnel Committee meeting agenda. The motion passed unanimously.

2. Approve Minutes of the March 3, 2017 Personnel Committee Meeting

- ❖ ***Resolution PER-2017-2:*** Member Creighton moved and Member Obrecht seconded a motion to approve the March 3, 2017, Personnel Committee meeting minutes. The motion passed unanimously.

3. Administrative Coordinator Position Vacancy

- Steve Tharp as current Administrative Coordinator, but he has taken on the duties of recycling coordinator.
- Responsibilities of the district have expanded; other districts promote services that others provide, but our district *provides* services.
- When every single person is here, work is more evenly distributed.
- Administrative Coordinator would take on grants, weight sheets, and act as a backup to the Administrative Director.
- Resolution PER-2017-3: Member Creighton moved and Member Obrecht seconded a motion to approve the position of Administrative Coordinator.

4. Update Job Descriptions and Organizational Chart

- Want to change Recycling Coordinator title to Operations Coordinator. Updated title would include the additional responsibilities of tire passes, HHW and safety programs.

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

- No pay change with title change.
- **Resolution PER-2017-4:** *Member Creighton moved and Member Obrecht seconded a motion to approve the job descriptions.*

5. Other Business

- Board of Directors session would be used to discuss wages.
- **Resolution PER-2017-5:** *Member Creighton moved and Member Obrecht seconded a motion to discuss wages in the Board of Directors session.*

6. Adjournment

- The meeting adjourned at 9:25 am.

Rachel Rothacher, Board Secretary

Date