

## **VILLAGE OF BROOKLYN HEIGHTS**

### **MINUTES OF A MEETING**

#### **WAGE & SALARY**

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The Wage & Salary Committee meeting of the Village of Brooklyn Heights, Ohio was held on January 17, 2022 at 7:15 p.m. with Mr. Lasky presiding.

Present at roll call:	Council Members:	Berzins, Lasky, Presot, Walsh
	Mayor:	Procuk
	Clerk/Treasurer:	Frank
	Assistant Law Director:	Marty Mason
	Engineer:	
	Police Chief:	
	Assistant Fire Chief:	
	Fire Chief:	
	Service Director:	Blados
	Building Commissioner:	
	Assistant Building Official:	
	Comm. Service Director:	Guilfoyle
	Recreation Director:	
	Soccer Commissioner:	

**GUESTS:** Shane Tommer

The purpose of the Wage & Salary Committee meeting was to discuss staffing in the Community Service Department. Mr. Lasky called the meeting to order and asked Ms. Guilfoyle to give details on the plans for the Community Services Department.

- Ms. Guilfoyle explained that with the exception of Donna Algeri becoming a full time office employee six years ago, there has been no other staffing change in nineteen years despite the growth of the department. She asked Council to consider changing the part time clerical position from part-time to a full-time position strengthening the staffing in the department.
- Mr. Walsh inquired for specifics and if there was a person to fill the position. Ms. Guilfoyle replied that she would like a current driver to fill the position, namely Dawn Marie Puleo who has worked in the department for three and a half years. She further explained that Dawn Marie has been very instrumental in the office, most especially since Donna Algeri suffered a stroke in August. Dawn Marie's background is office work and she's proven to be a valuable employee. She will also be a backup driver and maintain her driver training.
- Mr. Berzins inquired about what additional work will be coming up and Ms. Guilfoyle explained that some current programs have grown and gave examples of the Little Free Library, the Food Pantry, typing the Council meeting minutes and Art in the Park has grown significantly. In addition, we will be looking to revamp our current

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- website or start a new one from scratch, either way; the plan is to devote additional time day to day on the website. There is discussion of the village monthly newsletter being handled in our department also.
- Mayor Procuk concluded that this has been on the wish list for quite some time to have someone with a broader responsibility and with Jane Hlatky's retirement, it opened the opportunity and will work great for the village.
- Mr. Berzins asked if Dawn Marie will be learning any part of my work responsibilities and Ms. Guilfoyle indicated that in time she would and that this change is important for long term planning.
- Ms. Guilfoyle added that Dawn Marie had planned to be here this evening but due to unexpected car trouble was not able to.
- Mayor Procuk asked what the HR Plan was and Ms. Guilfoyle replied that the job will be reclassified with a new job description and what we accomplish this evening will complete the process.

There were no further questions and the meeting was adjourned.



Mark Lasky  
Wage & Salary Chairman