

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF SPECIAL SESSION OF JUNE 17, 2015**

The Ravenna Township Board of Trustees met in Special Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on June 3, 2015. Trustee Hank Gibson called the meeting to order at 5:07 P.M. Roll call showed the following present: Trustees Vince Coia, Hank T. Gibson, and Pat Artz; Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Zoning Inspector/Liaison Jim DiPaola, Assistant Fiscal Officer Jon Summers.

The purpose of the Special Session was a work session to review, update and discuss possible changes to the Township Personnel Policy Manual.

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Section 3 and part of Section 4 were reviewed during this session.

Section 3 covers the drug and alcohol policy and the drug and alcohol testing guidelines. The consensus was that 3.1 and 3.2 needed to be combined and the testing requirements shouldn't be limited to only those with CDL's. It was felt that the testing pool should include anyone operating any car or machinery belonging to the Township or anyone working in a safety sensitive position. Other city and township drug policy programs will be reviewed and a more generic, all inclusive drug policy will be developed.

Sections 4.1 through 4.3 covers defining the standard work week, absenteeism and tardiness, and lunch breaks. Only slight modifications were made in these sections though there was a lively discussion regarding breaks and how compensatory time should be earned/used. Both issues are further into the manual and will be addressed later.

ADJOURNMENT

A motion by Hank Gibson, seconded by Pat Artz to adjourn the meeting at 6:35 p.m. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE