

**JEFFERSON BELMONT REGIONAL SOLID WASTE AUTHORITY  
PERSONNEL COMMITTEE MEETING ON JUNE 21, 2023**

**PRESENT:** George Irvin, Jerry Echemann, Rob Sproul, Andrew Henry, Bob Krajnyak, Scott Fabian

**OTHERS:** Anita Petrella, Dave Hays and Natalie Lysle

Committee Chair George Irvin called to order the Personnel Committee Meeting of the JB Green Team at the JBGJ Jefferson Building, 228 Technology Way, Steubenville Ohio at 5pm on June 21, 2023.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

First Item:

Fiscal Officer Position

An outline of responsibilities for the position was provided by Mr. Hays, some of which included the Authority's Annual Tax Budget, Quarterly Reports, Payroll, and Withholding Taxes. The position is currently part-time with no benefits except for PERS. Mr. Hays estimated that it normally requires about 24 hours per week on evenings and weekends but felt their two weeks of training would likely involve more hours as they learn.

Hiring under Contract or as a regular employee was discussed. Government accounting is background preferred. Starting salary of \$35,000 or more depending on experience. They would be working out of either office and remotely from home. Ms. Petrella would like them to meet with her a minimum of once a week. Members preferred hiring under Contract with a 1-year probation period, having them report to the Authority Board but still answer to the Executive Director.

Mr. Irvin stated Committee members will sort through all of the applications, then meet at 4PM on July 10<sup>th</sup>, 2023 just before the regular Board Meeting to choose candidates to interview. Interviews will be conducted by the Committee sometime later that week. A Special Board Meeting will be needed to recommend a candidate to the Board for a motion to hire.

Start date should be as soon as possible with two weeks of training with Mr. Hays. He is scheduled to retire in less than 30 days, but said he is hoping to be flexible with that dependent on his surgery date, he should know more tomorrow.

The Job Ad is to be posted next week through the week of July 4<sup>th</sup>. The Ad should state part-time without benefits, minimum associate degree with 5 years experience, or 10 years experience in an administration/government finance position, Ohio Budgetary Law knowledge, and some of the job duties Mr. Hays provided. The Ad will run in the Herald Star, Times Leader, the Indeed online service, and Facebook, with full job details posted on our website.