

RESOLUTION NO. 97-20  
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMEMBER Mark Engert ON  
THE 21<sup>st</sup> DAY OF December, 2020.

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO  
ENTER INTO AN AGREEMENT FOR PROFESSIONAL HUMAN  
RESOURCE CONSULTING SERVICES WITH JAN MAZZA.**

**WHEREAS**, the City desires to develop a supervisory and leadership program for employees in the City; and

**WHEREAS**, the City of Centerville is further desirous of obtaining professional human resource consulting services to assist the City's Human Resources Director and the Public Works Director with a pilot program for employee coaching, supervisory, and leadership development skills at the Public Works Department; and


**WHEREAS**, Jan Mazza has unique knowledge of such coaching and employee development and has the demonstrated ability to assist in accomplishing the objectives of the City;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF  
THE CITY OF CENTERVILLE, MONTGOMERY COUNTY, OHIO, AS  
FOLLOWS:**

Section 1. The City hereby agrees to enter into an Agreement with Jan Mazza; and the City Manager is hereby authorized to execute the Agreement with Jan Mazza in a form substantially similar to the Agreement attached hereto as Exhibit "A" and incorporated herein on behalf of the City of Centerville.

Section 2. This Resolution shall be in full force and effect at the earliest date allowed by law.

PASSED THIS 21<sup>st</sup> day of December, 2020.

  
\_\_\_\_\_  
Mayor of the City of  
Centerville, Ohio

ATTEST:

  
\_\_\_\_\_  
Clerk of Council  
City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of Council of the City of Centerville, Ohio, hereby certifies the foregoing to be a true and correct copy of Resolution No. 97-20, passed by the Council of the City of Centerville, Ohio on the 21<sup>st</sup> day of December, 2020.

  
\_\_\_\_\_  
Clerk of the Council

Approved as to form, consistency  
with existing ordinances, the  
charter & constitutional provisions  
Department of Law  
Scott A. Liberman  
Municipal Attorney

Date: December 11, 2020

To: Jennifer McCormick, Human Resource Director  
City of Centerville  
100 West Spring Valley Road  
Centerville, OH 45458

From: Jan Mazza, SPHR, CLRP  
2620 Gentle Wind Point  
Centerville, OH 45458

RE: Human Resource Consulting Proposal

Below is my proposal to provide consulting services in support of the City of Centerville’s strategic plan.

**1. Under the direction of the City of Centerville’s Manager and the Human Resource (HR) Director:**

- Assess the resources needed for the professional development and skill training of the leadership team.
- Implement a skill development plan for supervisors addressing competencies such as: prioritizing tasks effectively for both self and team members, identifying methods and resources to solve problems, understanding the needs of different stakeholders and communicating with them appropriately, building trust within the work team.
- Measure the training’s impact on leadership and team performance.
- Adapt the professional development and skill training for long-term use.

**2. After both parties sign this agreement:**

- As early as January 2021, meet with HR Director and key stakeholders to understand the immediate needs and long-term goals pertaining to items listed above.
- Implement a meeting schedule that guides and supports supervisory staff members in achieving their development goals.
- Provide a bi-weekly progress summary to HR Director.

**3. Fees for services:**

- \$100.00 per hour for time when I am actively involved with Centerville staff (e.g., meeting in person or video-telephone conferencing); invoices will be prepared monthly for the prior month.
- Costs of books, training materials, skill assessments, etc., used by Centerville staff will be in addition to the hourly fee.

**4. Shared Understanding:**

- My relationship with City of Centerville is that of an independent contractor. As such, I am not entitled to employee benefits and any income taxes or withholdings are my responsibility.
- This signed agreement remains in force until either party, in writing, states the agreement has been canceled.

Wayne Davi \_\_\_\_\_ Manager

DocuSigned by:  
*Jan McCormick*  
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Date  
12/14/2020

Jennifer McCormick \_\_\_\_\_ Human Resource Director

DocuSigned by:  
*Jan Mazza*  
0BD8C99D2ABB4DE...

Date  
12/15/2020

Jan Mazza, Human Resource Consultant

Date

APPROVED AS TO FORM:

Scott A. Liberman, Municipal Attorney

Date

# Janet Mazza, CLRP, SPHR

2620 Gentle Wind Point Centerville, OH 45458 937.546.4123 [jgm2620@gmail.com](mailto:jgm2620@gmail.com)

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20 years of experience in a variety of human resource management and development functions including facilitation of employee and labor relations matters, coordination of performance management and compensation processes, management of benefit plans, recruitment and onboarding of technical and management team members. I have frequently partnered with leadership and management teams to anticipate and address complex and strategic human resources issues throughout the organization.

## Proven Competencies

- Used Key Performance Indicators to assure HR efforts aligned with operational strategy in hiring and retention, overtime hours worked and succession planning
- Brought structure to hiring process – based interviews on relevant competencies, reduced process steps, established expectations; at Environmental Services, at Stillwater Center, achieved immediate reduction in recruitment time from 110 days to 65 days
- Updated 45 of the department's 85 job classifications to meet the needs of organization realignment, coordinate minimum requirements and compensation across job bands, and establish career pathways for internal promotion
- Worked individually with executive team to identify gaps in department's leadership competencies; provided individual skill development, group training and personal coaching opportunities in response to needs analysis
- Established cooperative labor relations partnership which reduced the number of grievances by 70% (from 12 to 3 per year) and reduced confirmed grievances from 35% to less than 10%
- Coordinated with direct supervisors to formalize and document new employee training; follow-up with Mid-Probation Check-Ins to identify and address problems early within the probationary period, resulting in increased probationary removals (11)

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## Professional Experience

**Montgomery County, Board of County Commissioners, Dayton OH**

**April 2012 – April 2020**

### **Human Resources Manager**

Lead Human Resources team providing direct support to Environmental Services (320 employees) and Stillwater Center (220 employees). Handled complex performance management issues including interpreting the collective bargaining agreement, constructing performance improvement plans, following through with appropriate disciplinary actions, responding to grievances and government complaints, and facilitating conflict resolutions. Collaborated with leadership team to create efficiencies in the hiring process, strengthen the orientation and onboarding programs, coordinate feedback provided through the probationary and annual reviews, and develop training and succession plans. Conducted job analysis as a basis for maintaining updated and accurate job descriptions. Responsible for accurate timekeeping and payroll functions. Guided the department's Safety / Risk Management team. Participated in the strategic planning of department's goals and objectives. Networked and partnered with other county departments to assure full input and support for change initiatives. Kept current with human resources body of knowledge through participation in various professional organizations.

**CompuNet Clinical Laboratories, Dayton OH**

**Human Resources Development Manager**

**1998 – 2012**

Senior HR manager of regional, multi-site laboratory with 600 employees; reported to the Vice President of Human Resources. Lead the planning and administration of compensation and benefits programs. Responsible for strategies in recruitment, retention and employee engagement. Primary resource for support in appropriately addressing employee conflicts and performance management issues. Consultant for strategic planning, staff development and organizational re-structuring. Managed the review, evaluation, and negotiation of benefit programs. Maintained appropriate audits and ensured department functioned within compliance of applicable laws and regulations. Responsible for representing the Company in worker compensation, unemployment, OCRC, EEOC, and other employment claims.

**Manager of Patient Services and Long Term Care Services**

**1989 – 1998**

Responsibility for overall operations and delivery of laboratory services to the out-reach community through CompuNet’s Patient Service Centers and to the residents of 72 long-term care facilities. Directed timely response to requests for laboratory testing, anticipated and responded to customer needs, developed numerous CE-approved seminars for customers’ healthcare staff. Mentored and developed skilled team members (35 direct reports) who were responsive to CompuNet’s clients and patients.

**Community Involvement**

Five Rivers MetroParks ( <a href="http://metroparks.org">metroparks.org</a> ) – Conservation Volunteer	2018 - Present
Dayton Mediation Center ( <a href="http://daytonmediationcenter.org">daytonmediationcenter.org</a> ) – Transformative Mediator	2006 - Present

**Education and Certifications**

National Public Employers Labor Relations Association – Certified Labor Relations Professional (2014)  
Capital University Law School, Columbus OH – Dispute Resolution Certificate (2009)  
CompuNet Clinical Laboratories – Green Belt Six Sigma (2009)  
Dayton Mediation Center – Mediation Apprenticeship (2006)  
Society for Human Resource Management – Senior Professional in Human Resources (2003)  
The Ohio State University, Master’s Degree – Allied Health; Administration and Adult Education  
The Ohio State University, Bachelor of Science – Allied Health; Medical Technology