

## **Minutes of Perrysburg Personnel Committee**

**Meeting Held May 18, 2026**

### **CALL TO ORDER - 4:00 PM**

The meeting was called to order by Chairman, Kevin Fuller at 4:04 p.m.

### **ROLL CALL**

Committee members present were Erin O'Rear and Kevin Fuller. Tim McCarthy arrived at 4:06pm. Also present were Kelly Chalfant, Human Resources Manager, Pat Jones, Deputy City Administrator, Joe Fawcett, City Administrator and Tim Effler, Law Director.

### **CITIZEN'S CONCERNS**

None.

### **APPROVAL OF APRIL 28, 2026 MEETING MINUTES**

There being no objections, the minutes of the April 28, 2026 meeting were approved 3-0.

### **AMENDING CODIFIED ORDINANCE 266.15-1 - P&Z ADMINISTRATOR**

Mr. Fawcett stated that this ordinance will amend the job description for the Planning and Zoning Administrator to focus on the traditional roles of this position, namely planning and zoning, and remove certain job duties related to economic development. He said that they would like to refocus the role and its duties. There being no objections, the Committee agreed 3-0 to forward this to Council.

### **AMENDING CODIFIED ORDINANCE 266.06-1**

Mr. Effler stated that this ordinance will amend this section of code to provide clarity to section 266.06-1 which covers "Sickness, Accident, Disability, and Pregnancy Leaves." He said that they have added specific definitions that are defined in the ORC to help explain some medical terminology. There being no objections, the Committee agreed 3-0 to forward this to the next City Council meeting on June 2, 2026.

### **AMENDING CODIFIED ORDINANCE 266.06-3**

Mr. Effler stated that this ordinance will amend this section of code to provide clarity to section 266.06-3 which covers "Bereavement Leave." Mr. Effler said that this amendment is an extension of the previous. It is being requested to add language that requires employees to provide medical documentation when appropriate. There being no objections, the Committee agreed 3-0 to forward this to the next City Council meeting on June 2, 2026.

### **OTHER BUSINESS**

Ms. O'Rear moved to go into Executive Session to consider the compensation of public employees. Mr. McCarthy seconded. The Committee went into Executive Session at 4:16 p.m.

Mr. Fuller moved to return from Executive Session. Ms. O'Rear seconded. The Committee returned from Executive Session at 4:31 p.m.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 4:32 pm.

Respectfully submitted,

Kevin Fuller, Chairperson  
Personnel Committee

The next meeting is scheduled for **Tuesday, June 23, 2026 at 5:00pm.**